

Regular Board of Education Meeting

Wednesday, June 10, 2026

6:00 PM

Tecumseh Site Elementary, Room 106

358 North 6th Street

Tecumseh, NE 68450

1. Call to Order and Roll Call
2. Consent Agenda
 - 2.1. Approval of Regular Meeting Minutes
 - 2.2. Approval of the Claims for Payment and Financial Report
3. Public Comment
4. Administrator Reports
 - 4.1. HS Principal Report
 - 4.2. MS Principal Report
 - 4.3. EL Principal Report
 - 4.4. SPED/Student Services Director Report
 - 4.5. Activities Director Report
5. Superintendent's Report
 - 5.1. Facilities and Maintenance Report
6. Future Dates
 - 6.1. DA Davidson Golf Outing — Thursday, June 25, Woodland Hills Golf Course, 11:00 AM.
 - 6.2. Special Board Meeting to adopt a resolution increasing the school district's base growth percentage used to determine the school district's property tax request authority by up to 6%. - Wednesday, July 8, 2026, at 6:00 PM.
 - 6.3. ALICAP School Safety Workshop — Thursday, July 9, Lincoln Cornhusker Marriott, 9 AM to 3 PM.
7. Discussions
 - 7.1. Discussion pertaining to setting a date for an upcoming board retreat prior to the start of the 2026-2027 school year.
 - 7.2. Property Tax Request Authority — Discussion to consider adopting a resolution increasing the school district's base growth percentage used to determine the school district's property tax request authority by up to 6%.
 - 7.3. Transportation discussion pertaining to NDE Rule 91, NDE Rule 92 and NDE Pupil Transportation Guide.
8. Regular Agenda-Business
 - 8.1. High School Renovations Plan — Consider, discuss and take any necessary action in regard to the JCC High School Renovations Plan presented by the Board Buildings and Grounds Committee.
 - 8.2. Meal Prices - Discuss, consider and take any necessary action in regard to setting breakfast and lunch prices for the 2026-2027 school year.
 - 8.3. 14 Passenger Bus Lease/Purchase — Consider, discuss and take any necessary action in regard to entering into a lease/purchase agreement for 14-passenger Thomas bus(es).

- 8.4. Policy Update — Consider, discuss and take any necessary action in regard to policy updates to JCC Policy Numbers 2008, 3003, 3003.1, 3004.1, 3048, 4017, 4019, 4056, 4065, 5001, 5003, 5004, 5035, 5048, 6009 and 6038.
- 8.5. New Policy — Consider, discuss and take any necessary action in regard to adopting JCC Policy 3061 ACH Originator.
- 8.6. New Policy — Consider, discuss and take any necessary action in regard to adopting JCC Policy 6046 Right to Access School Library Materials.
- 8.7. Future Building Project — Consider, discuss and take any necessary action in regard to a resolution for a bond proposal for a future building project.
9. Next Meeting
10. Adjournment

JOHNSON COUNTY SCHOOL DISTRICT NO. 0050
JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING

May 13, 2026

Members Present: Justin Beethe, Gail Hutt, Dan Jones, Jon Schmid, Sarah Weber, Kim Wellensiek

Also Present: Jon H. Rother, Superintendent; Laurie Badertscher, Recording Secretary; Justin Damme, High School Principal; Marsha Bacon, 4-8 Principal; Rebecca Robeson, PreK-3 Principal; Dr. Laura Rademacher, Director of Student Services/Special Education; Garret Collin, Activity Director; Marcus Scheer, Director of Technology.

Three visitors were present

The Johnson County School District No. 0050 Board of Education met in regular session at 6:00 p.m., Wednesday, May 13, 2026 in the high school room 204, Tecumseh, Nebraska. A current copy of the agenda was available for inspection in the office of the Superintendent prior to the meeting. The notice of the meeting and agenda was posted at the three main school buildings as well as the Tecumseh and Cook Post Offices. Notice of the meeting was also published in the Nemaha Valley Observer and on the school district website.

President Kim Wellensiek called the meeting to order at 6:03 p.m. and opened the meeting by announcing that the Open Meetings Act rules were posted. Roll call was taken. Justin Beethe-present, Gail Hutt-present, Dan Jones-present, Jon Schmid-present, Sarah Weber-present, Kim Wellensiek-present.

FINANCIAL REPORT

Superintendent Rother reviewed the financial report and answered questions regarding the claims for payment listings. A motion was made by Justin Beethe and second by Sarah Weber to approve the General Fund Claims for payment in the amount of \$976,086.58 and Building Fund in the amount of \$66,911.65 as presented. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-yes, Sarah Weber-yes, Kim Wellensiek-yes. Carried 6-0

A motion was made by Sarah Weber and second by Dan Jones to approve the Johnson County Central Lunch Fund payment for preschool snacks in the amount of \$681.75 as presented. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-no, Sarah Weber-yes, Kim Wellensiek-yes. Carried 5-1.

APPROVAL OF MEETING MINUTES

A motion was made by Dan Jones and second by Gail Hutt to approve the April 2026, regular Board of Education meeting minutes as presented. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-yes, Sarah Weber-yes, Kim Wellensiek-yes. Carried 6-0

PUBLIC COMMENT- None

PRESENTATION to the BOARD

Megan Boldt, Director of ALICAP and Sherri Shonka from Public Risk Management presented to the Board of Education about the ALICAP Insurance. ALICAP provides workers compensation, property, liability, errors and omissions, auto, crime, pollution and cyber security coverage for Johnson County Central Public Schools. Megan Boldt provided the history of the insurance pool and talked about the advantages of being part of the pool.

Currently there are 197 plus schools and ESUs who are part of ALICAP. Sherri Shonka of Public Risk Management provided an overview of the program structure. In 2025 1.7 million in dividends were distributed to members of ALICAP. Board of Education members were provided an opportunity to have their questions answered regarding ALICAP. Mr. Rother and Laurie Badertscher conveyed their contentment and appreciation for the ALICAP pool. The customer service is professional and timely.

ADMINISTRATOR REPORTS

High School Principal, Mr. Damme reported on the following:

- Senior class end of year information.
- Graduation – May 9th at 2:00 p.m. High School Gym
- 8th grade orientation
- JCC High School Honors Day
- Summer School
- Driver's Education
- FFA students to NRCSA
- HOSA-Future Health Professionals: Harley Reyes, first alternate (national qualifier)
- FFA Agri Science Fair national qualifiers: Reece Badertscher, Ashley Beethe, Adree Case, Cooper Jones, Levi Othmer, Brianna Robeson, Saige Rother, Sophia Schmid, Wesley Schmid, Molly Weber, Riley Wellensiek, Catherine Wendt
- ECNC Student Art Day
- Levi Othmer named 2026-27 Nebraska FFA Vice-President
- Nebraska Class C All State Honor Band – Cameron Werner
- JAG Program

Middle School Principal, Mrs. Bacon reported on the following:

- 5th grade Law Day
- Golden Sower competition
- 8th grade orientation
- 8th grade picnic
- MS track records
- ECNC Honor band
- BIST
- Science Fair
- K-6 Track and Field Day
- Honors Day Program – May 18th
- CKLA and Amplify ELA curriculum

Elementary Principal, Mrs. Robeson provided information on the following:

- Preschool updates
- Kindergarten Round-Up
- Spring Testing
- Field Trips
- Music programs
- Book Blast
- The NED Show (Never Give Up, Encourage Others, Do Your Best)
- Golden Sower Competition
- NRD – Plant a tree presentation
- Teach Children to Save program- Nebraska Bankers Association
- First-State Bank presentation to 3rd grade
- CW-FIT-Positive reinforcement study (University of Kansas)

Special Education Director / Student Services Director, Dr. Laura Rademacher reported on the following:

- NSCAS
- LightSpeed – TOPCATS/REDCATS
- Targeted Improvement Plan (TIPS)
- NASES
- ESU 4 – Planning Region Team
- School Psychologist Search
- IEPs and 504 work
- Nebraska Reads Report
- Non-Public Consultation Meeting – May 11th
- SPEDFRS – State reporting

Activities Director, Mr. Collin reported on the following:

- District Track
- Elementary Track and Field Day - May 15th
- District Golf - May 19th
- State Track - May 22nd and 23rd
- State Golf - May 27th and 28th

SUPERINTENDENT REPORT

- Superintendent Rother reported on the following:
- Auburn Public Schools – Behavior Program
- Superintendent Evaluation completed by JCC Staff
- Shared computer drive
- Jerry McCall (Ed Consulting Serv.) meeting with area schools and Economic Dev. Teams
- Summer renovations
- JCC taxable valuation history
- Health van screenings
- ALICAP Loss Control Observation report
- Technology report
- Middle School roof repair estimates
- Building and Grounds report

FUTURE DATES

- KSB Golf Tournament – June 4th
- NASB School Law Seminar – June 11th
- DA Davidson Golf Outing – June 25th
- ALICAP Workshop – July 9th

REGULAR AGENDA-BUSINESS

A motion was made by Dan Jones and second by Jon Schmid to conclude services provided by Educational Consulting Services, Jerry McCall. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-yes, Sarah Weber-yes, Kim Wellensiek-yes. Carried 6-0

Superintendent Rother reviewed the following policies: **Policy 3022**-Volunteers; **Policy 3023**-Record Management and Retention; **Policy 4020**-Ownership of Copyrighted Words; **Policy 4022**-Certification; **Policy 5019**-Communicating with Parents; **Policy 5020**-Rights of Custodial and Non-Custodial Parents; **Policy 6012**-Flag Display and Patriotic Observances; **Policy 6013**-Controversial Issues. Discussion was held regarding policy 6012 and 6013. No changes were needed.

Discussion was held regarding the 2026-2027 school calendar. A motion was made by Sarah Weber and second by Justin Beethe to make the following changes to the 2026-2027 calendar. May 7th and May 21st will be teacher work days. May 20th will be the last day for students. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-yes, Sarah Weber-yes, Kim Wellensiek-yes. Carried 6-0

Superintendent Jon Rother and Activity Director Garrett Collin, led a discussion regarding the ECNC Conference members. Freeman will be leaving the ECNC Conference beginning the 2026-2027 school year. Palmyra has applied to join the Capital Conference. If Palmyra is accepted, the conference members would be JCC, Auburn, Falls City, Mead, Elmwood-Murdock and Weeping Water. The ECNC has formally invited Cedar Bluffs, Omaha Brownell-Talbot, Omaha Christian Academy, Nebraska City Lourdes and Southern to join the ECNC conference. Current ECNC members are committed to the conference.

A motion was made by Sarah Weber and second by Dan Jones to approve the 2025-2026 Classified Staff Contract for Mr. Phillip Buck for the position of Technology Integration Specialist as presented. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-yes, Sarah Weber-yes, Kim Wellensiek-yes. Carried 6-0

President Wellensiek declared a recess at 7:45 p.m.

Wellensiek called the meeting back to order at 7:48 p.m.

Mr. Rother and the Board of Education reviewed the latest plans for a new PreK-6 building as designed by Clark Enersen. The Opinion of Probable Construction Costs was also provided. Discussion was held and no action was taken at this time.

A motion was made by Dan Jones and second by Justin Beethe to adjourn the meeting. Roll call vote: Justin Beethe-yes, Gail Hutt-yes, Dan Jones-yes, Jon Schmid-yes, Kim Wellensiek-yes. Carried 6-0

Meeting adjourned at 8:12 p.m.

The next Board of Education meeting will be Wednesday, June 10, 2026.

Notices of the meetings will be published in the Nemaha Valley Observer as well as on the school website. The agenda will be posted at the three main school buildings as well as at the Tecumseh and Cook Post Offices. A current copy of the agenda will be available for inspection in the office of the Superintendent prior to the meeting.

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
A STREET AUTO PARTS	636062	12244	23.98
01 2710 610 000	WIPER BLADES BUS #20		23.98
Total A STREET AUTO PARTS			23.98
AMPLIFY	INV-452152	12184	20,680.18
01 6301 640 002	CLSD GRANT / READING CURRICULUM BKS		9,632.14
01 6301 643 002	CLSD GRANT / READING CURRICULUM LICENSEN		3,898.04
01 6301 330 002	CLSD GRANT/ READING CURRICULUM TRAINING		7,150.00
AMPLIFY	INV-455341	12184	147,235.40
01 1100 640 003	CKLA CURRICULUM - AND TRAINING ELEM		129,185.40
01 1100 735 003	CKLA TRAINING /ELEM		18,050.00
Total AMPLIFY			167,915.58
Andre Rautenbach	100060526	12185	1,920.00
01 2630 420 001	5.4.26 FOOTBALL FIELD MOW/WEED CONTROL		400.00
01 2630 420 003	5.4.26 FOOTBALL FIELD MOW/WEED CONTROL		400.00
01 2630 420 001	5.7.26 HS YARD MOW		47.50
01 2630 420 003	5.7.26 ELEM YARD MOW		47.50
01 2630 420 001	5.11.26 MOW AND TRIM FBALL/PREMERGENT		145.00
01 2630 420 003	5.11.26 MOW AND TRIM FBALL/PREMERGENT		145.00
01 2630 420 001	5.14.26 MOW AND TRIM YARD HS		47.50
01 2630 420 003	5.14.26 MOW AND TRIM YARD ELEM TEC		47.50
01 2630 420 001	5.20.26 MOW AND TRIM YARD HS		47.50
01 2630 420 003	5.20.26 MOW AND TRIM YARD ELEM TEC		47.50
01 2630 420 001	5.20.26 MOW AND TRIM FOOTBALL FIELD		75.00
01 2630 420 003	5.20.26 MOW AND TRIM FOOTBALL FIELD		75.00
01 2630 420 001	5.26.26 MOW AND TRIM FOOTBALL FIELD		75.00
01 2630 420 003	5.26.26 MOW AND TRIM FOOTBALL FIELD		75.00
01 2630 420 001	5.28.26 MOW TRIM PRE EMERGENT LIMBS		122.50
01 2630 420 003	5.28.26 MOW TRIM PRE EMERGENT LIMBS		122.50
Total Andre Rautenbach			1,920.00
AWARDS UNLIMITED INC.	330924	12186	110.82
01 1100 610 001	WALL OF HONOR PLAQUES (SR, WL)		110.82
AWARDS UNLIMITED INC.	334359	12186	159.12
01 2310 610 000	RETIREMENT PLAQUE X 2		159.12
AWARDS UNLIMITED INC.	334489	12186	331.21
01 1100 610 001	COMMUNITY SERV. MEDALS		331.21
Total AWARDS UNLIMITED INC.			601.15
BERNIKLAU ED. SOLUTIONS TEAM	4TH QUARTER	12187	24,524.00

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1200 569 001	BEST PROGRAM 4TH QUARTER X 2 STUDENTS		24,524.00
Total BERNIKLAU ED. SOLUTIONS TEAM			24,524.00
BEYOND SPEECH SERVICES, LLC	30	12188	9,036.96
01 2151 340 003	ELEM TEC SPEECH SERV		5,422.66
01 2151 340 004	ELEM COOK SPEECH SERV		1,426.03
01 2151 340 002	MS SPEECH SERV		1,421.11
01 2151 340 001	HS SPEECH SERV		727.80
01 6412 340 004	HOME SCHOOL SPEECH SERV		39.36
Total BEYOND SPEECH SERVICES, LLC			9,036.96
BLICK ART MATERIALS	8027759	12189	263.66
01 1100 610 001	HS ART SUPPLIES/CANVAS		131.83
01 1100 610 003	MS ART SUPPLIES/ CANVAS		131.83
BLICK ART MATERIALS	8028506	12189	178.23
01 1100 610 001	HS ART CHRMACRYL/PAINT		89.11
01 1100 610 002	MS ART CHRMACRYL/PAINT		89.12
BLICK ART MATERIALS	8114566	12189	38.40
01 1100 610 001	RULERS		19.20
01 1100 610 002	RULERS		19.20
Total BLICK ART MATERIALS			480.29
Bob's Small Engines	E-207	12190	125.00
01 2640 731 000	MAINT ON MOWERS AND 2 TRIMMERS		125.00
Total Bob's Small Engines			125.00
BRENDA R. GLUNZ	MAY2026	12191	3,155.53
01 2141 340 004	ELEM COOK PSYCH SERVICES		317.67
01 2141 340 001	HS PSYCH SERVICES		454.23
01 2141 340 002	MS PSYCH SERVICES		1,069.42
01 6408 340 003	3-5 PSYCH SERVICES		911.73
01 6998 340 003	HOMESCHOOL PSYCH SERVICES		402.48
BRENDA R. GLUNZ	MENTAL HEALTH MAY 26	12191	191.25
01 2140 340 001	HS MENTAL HEALTH SERV		63.75
01 2140 340 003	ELEM TEC MENTAL HEALTH SERV		127.50
Total BRENDA R. GLUNZ			3,346.78
Charter Communications	JUNE	12192	114.92
01 2223 530 000	CABLE SERVICES		114.92
Total Charter Communications			114.92
CITY OF TECUMSEH-UTILITIES	MAY 2026	12193	2,761.02
01 2610 410 001	HS WT/SW		220.41
01 2610 621 001	HS ELEC		1,160.10
01 2610 410 003	ELEM TEC WT/SW		220.41
01 2610 621 003	ELEM TEC ELEC		1,160.10
Total CITY OF TECUMSEH-UTILITIES			2,761.02
CONCRETE INDUSTRIES, INC	IP 756089	12194	767.09
01 2630 610 001	CONCRETE OUTSIDE METAL SHOP		767.09
Total CONCRETE INDUSTRIES, INC			767.09

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
CORNERSTONES OF CARE	194267	12195	7,000.00
01 2213 330 002	BIST SERVICES TRAINING 2026-2027		2,333.34
01 2213 330 003	BIST SERVICES TRAINING 2026-2027		2,333.33
01 2213 330 004	BIST SERVICES TRAINING 2026-2027		2,333.33
Total CORNERSTONES OF CARE			7,000.00
County Publications, Inc.	50385	12196	163.70
01 2310 540 000	LEGALS/NOTICE OF DELETION OF SPED FILES		146.60
01 1200 540 000	NOTICE OF DELETION OF SPED FILES		17.10
Total County Publications, Inc.			163.70
CULLIGAN OF PERCIVAL	25680	12197	23.45
01 2610 610 001	SOFTNER SALT TEC SITE		11.72
01 2610 610 003	SOFTNER SALT TEC SITE		11.73
CULLIGAN OF PERCIVAL	25683	12197	10.00
01 2610 610 002	WATER SOFTNER SALT COOK SITE		5.00
01 2610 610 004	WATER SOFTNER SALT COOK SITE		5.00
CULLIGAN OF PERCIVAL	25773	12197	213.60
01 2610 440 001	WATER SOFTNER RENTAL TEC SITE		106.80
01 2610 440 003	WATER SOFTNER RENTAL TEC SITE		106.80
Total CULLIGAN OF PERCIVAL			247.05
DISCOUNT SCHOOL SUPPLY	011207930101	12198	166.18
01 3599 610 003	FELT SHAPES, BOOKS, FELT SHAPES		166.18
Total DISCOUNT SCHOOL SUPPLY			166.18
Diversified Safety and Compliance LLC	26-051864	12199	315.00
01 2710 340 000	BUS DRIVER CLEARINGHOUSE QUERIES X 9		315.00
Total Diversified Safety and Compliance LLC			315.00
EAKES OFFICE SOLUTIONS	9328862-1	12200	17.41
01 1100 610 003	PENCIL SHARPNER		17.41
EAKES OFFICE SOLUTIONS	INV772141	12200	47.23
01 2560 530 000	EGOLDFAX MONTHLY PYMNT		47.23
Total EAKES OFFICE SOLUTIONS			64.64
EGAN SUPPLY CO	413847	12201	180.00
01 2620 431 001	GYM FLOOR REPAIRS		180.00
Total EGAN SUPPLY CO			180.00
ESU #3	EM16050	12202	175.00
01 2213 330 003	ASD STEPS INSERVICE (MB,ES)		70.00
01 1200 330 003	ASD STEPS INSERVICE (AJ, RK, RS)		105.00
Total ESU #3			175.00
ESU #4	05222026	12203	16,516.48
01 6408 395 004	0-2 SPED ED DIR		35.10
01 6408 395 003	3-5 SPED ED DIR		35.10
01 6408 395 004	0-2 AUDIOLOGY		95.00
01 6408 395 003	3-5 AUDIOLOGY		95.00
01 6408 395 004	0-2 SPEECH THERAPY		2,336.00

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 6408 395 003	3-5 SPEECH THERAPY		2,336.00
01 1200 591 001	HS SPED ED DIR		157.95
01 1200 591 002	MS SPED ED DIR		157.95
01 1200 591 003	ELEM TEC SPED ED DIR		157.95
01 1200 591 004	ELEM COOK SPED ED DIR		157.95
01 2151 591 001	HS AUDIOLOGY		427.50
01 2151 591 002	MS AUDIOLOGY		427.50
01 2151 591 003	ELEM TEC AUDIOLOGY		427.50
01 2151 591 004	ELEM COOK AUDIOLOGY		427.50
01 2151 591 001	HS DEAF ED		165.37
01 2151 591 002	MS DEAF ED		165.38
01 2151 591 003	ELEM TEC DEAF ED		165.37
01 2151 591 004	ELEM COOK DEAF ED		165.38
01 1200 591 001	LEARNING CENTER PROGRAM		8,580.98
ESU #4	11489	12203	4,230.00
01 2130 591 001	HEALTH SCREENINGS /ANNUAL SCH AGE/ KDGUP		1,057.50
01 2130 591 002	HEALTH SCREENINGS /ANNUAL SCH AGE/ KDGUP		1,057.50
01 2130 591 003	HEALTH SCREENINGS /ANNUAL SCH AGE/ KDGUP		1,057.50
01 2130 591 004	HEALTH SCREENINGS /ANNUAL SCH AGE/ KDGUP		1,057.50
ESU #4	11501	12203	60.00
01 2230 330 000	TCADRE MTG BUCK,SCHEER		60.00
ESU #4	11504	12203	55.00
01 2570 330 000	CPR/AED TRAINING- WOLKEN		55.00
ESU #4	13711T	12203	37.50
01 2230 340 000	TECH SUPPORT		37.50
Total ESU #4			20,898.98
GRAINGER	9903501238	12204	356.46
01 2620 610 001	HARD HATS X6		89.12
01 2620 610 002	HARD HATS X6		89.12
01 2620 610 003	HARD HATS X6		89.11
01 2620 610 004	HARD HATS X6		89.11
GRAINGER	9913147956	12204	243.56
01 2620 610 003	ELEM TEC. SOAP		243.56
GRAINGER	9913147964	12204	374.40
01 2620 610 001	HS TRASH BAGS		374.40
GRAINGER	9928335554	12204	829.26
01 2620 610 001	FLOOR FINISH		207.31
01 2620 610 002	FLOOR FINISH		207.32
01 2620 610 003	FLOOR FINISH		207.32
01 2620 610 004	FLOOR FINISH		207.31
Total GRAINGER			1,803.68
HAUG COMMUNICATIONS INC	0526MO-0088	12205	325.70
01 2710 890 000	BUS RADION TOWER RENTAL		325.70
Total HAUG COMMUNICATIONS INC			325.70
HOMETOWN LEASING	48	12206	2,043.19
01 1100 550 001	COPIER LEASE		510.80
01 1100 550 002	COPIER LEASE		510.80
01 1100 550 003	COPIER LEASE		510.80

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 550 004	COPIER LEASE		510.79
Total HOMETOWN LEASING			2,043.19
IMPREST ACCT	JUNE 2026	12207	4,840.04
01 2560 531 000	3853-CASH PSTG. COOK SITE		38.83
01 2710 810 000	3856-IC CORP BUS LICENSE		16.00
01 2560 531 000	3857-CASH PSTG. TEC SITE		96.54
01 2560 531 000	3858- CASH PSTG TEC SITE		94.17
01 9000 890 000	3859-CHRISTMAS PARTY REIMB. BY FOUNDATIO		1,635.00
01 2560 531 000	3860-CASH PSTG TEC SITE		92.69
01 2560 531 000	3861-CASH PSTG COOK SITE		174.33
01 9000 890 000	3862-AL WIRTH- REIMB BY ACT. FUND OFFICI		140.00
01 2710 810 000	3863-LICENSE TRAVERSE		15.00
01 2560 531 000	3864-CASH PSTG COOK SITE		52.47
01 2560 531 000	3865-NEWSLETTER PSTG MARCH		135.74
01 2560 531 000	3867-NEWSLETTER PSTG APRIL		371.30
01 2560 531 000	3868-CASH PSTG. TEC SITE		95.12
01 2560 531 000	3869-NEWSLETTER PSTG MAY		371.30
01 2560 531 000	3870-CASH PSTG TEC SITE		246.55
01 1100 610 001	3871 END OF YEAR STAFF MEAL BRANDINGIRON		316.25
01 1100 610 002	3871 END OF YEAR STAFF MEAL BRANDINGIRON		316.25
01 1100 610 003	3871 END OF YEAR STAFF MEAL BRANDINGIRON		316.25
01 1100 610 004	3871 END OF YEAR STAFF MEAL BRANDINGIRON		316.25
Total IMPREST ACCT			4,840.04
JCC LUNCH FUND	26-H246	12208	550.75
01 1100 610 001	STAFF BKFST/PT CONF/EXVISIT/FOOD		137.68
01 1100 610 002	STAFF BKFST/PT CONF/EXVISIT/FOOD		137.69
01 1100 610 003	STAFF BKFST/PT CONF/EXVISIT/FOOD		137.69
01 1100 610 004	STAFF BKFST/PT CONF/EXVISIT/FOOD		137.69
Total JCC LUNCH FUND			550.75
JOHNSON COUNTY HOSPITAL	MAY 2026	12209	2,246.09
01 6408 340 004	0-2 PT SERVICES		206.36
01 6408 340 003	3-5 PT SERVICES		213.74
01 2171 340 003	ELEM TEC PT SERV		141.23
01 2171 340 002	MS PT SERV		138.95
01 6412 340 004	NON PUBLIC PT SERVICES		25.81
01 6408 340 004	0-2 OT SERVICES		177.94
01 6408 340 003	3-5 OT SERVICES		20.50
01 2161 340 003	ELEM TEC OT SERVICES		399.06
01 2161 340 004	ELEM COOK OT SERVICES		505.12
01 2161 340 002	MS OT SERVICES		150.88
01 2161 340 001	TRANSISTION OT SERVICES		205.00
01 6412 340 004	NON PUBLIC OT SERVICES		61.50
Total JOHNSON COUNTY HOSPITAL			2,246.09
Johnson County Hospital	26e176	12245	152.00
01 2710 340 000	BUS PHYSICAL NWEBER		152.00

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Total Johnson County Hospital			152.00
JOHNSON COUNTY ROAD DEPT.	052026	12210	5,055.26
01 2710 626 000	GAS @ 3.499		2,745.62
01 2710 626 000	DIESEL@ 4.649		2,309.64
Total JOHNSON COUNTY ROAD DEPT.			5,055.26
JOHNSON-BROCK PUBLIC SCHOOL	MAY26	12211	428.67
01 2712 511 001	BEST TRANSPORTATION MAY 2026		428.67
Total JOHNSON-BROCK PUBLIC SCHOOL			428.67
KERNER ACE HARDWARE	JUNE 2026	12212	396.71
01 2620 610 000	THREAD TAPE/QTVALVES		17.78
01 2620 610 000	TAPE FLAGING,SPIKE NAILS, BOLTS		34.34
01 2620 610 000	TIE WIRE		15.99
01 2620 610 000	BLADE		12.99
01 2620 610 000	MARK FLAGS		13.99
01 2620 610 000	ZIP TIES		5.08
01 2620 610 000	INSULATOR RND POST		8.59
01 2620 610 000	TOOL BOX		49.99
01 2620 610 000	KEYS AND KEY TAGS		3.98
01 2620 610 000	POWER GRAB AP		15.18
01 2620 610 000	SCRUB BRUSH/ MOP/PAINT, SCRPR BLADE		148.82
01 2620 610 000	BROOM/FLEX TAPE		69.98
Total KERNER ACE HARDWARE			396.71
KSB School Law, PC LLO	21671	12213	1,902.00
01 2330 317 000	LEGAL SERVICES		402.00
01 2330 317 000	POLICY UPDATES ANNUAL		1,500.00
Total KSB School Law, PC LLO			1,902.00
MASTERCARD	JUNE 2026	12214	8,566.47
01 9000 890 000	FBLA NATIONALS ROOM		1,851.70
01 9000 890 000	MORRILL HALL ADMISSSION /3RD GRADE REIMB		190.50
01 9000 890 000	MORRILL HALL ADMISSION/3RD GRADE REIMB		11.70
01 9000 890 000	HIDDEN VALLEY/ PRACTICE ROUND GOLF DIST		314.39
01 9000 890 000	WRESTLING - SUPPLIES FUNDRAISER ACCT.		315.30
01 2570 330 000	AM RED CROSS- CPRX3 BUS DRIVERSKL,CL,DG		102.00
01 1100 640 001	NE HEALTH CARE/ CNA BOOKS FOR CLASS		1,214.87
01 1100 610 001	VISA GIFT CARD KHUNZEKER RETIREMENT		105.95
01 1190 330 003	CONCORDIA PREK WORKSHOP		231.00
01 9000 890 000	SPAGHETTI WORKS- STATE TRACK OMAHA		263.28
01 9000 890 000	CAMES- STATE TRACK MEAL		139.21
01 2710 580 000	SKILLS USA SHUTTLE / ATLANTA		111.30
01 2710 580 000	SKILLS USA SHUTTLE / ATLANTA		111.30
01 9000 890 000	STATE TRACK -HOLIDAY INN RALSTON		224.00
01 9000 890 000	STATE TRACK -HOLIDAY INN RALSTON		224.00

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 9000 890 000	STATE TRACK -HOLIDAY INN RALSTON		224.00
01 9000 890 000	STATE TRACK -HOLIDAY INN RALSTON		224.00
01 9000 890 000	STATE TRACK -HOLIDAY INN RALSTON		224.00
01 9000 890 000	STATE TRACK -HOLIDAY INN RALSTON		224.00
01 9000 890 000	CHICKEN COOP GRAND ISLAND STATE GOLF MEA		83.22
01 9000 890 000	RUNZA - STATE GOLF MEAL		35.41
01 9000 890 000	INDIANHEAD GOLF -GRAND ISLAND STATE PRAC		83.03
01 2410 580 001	AIRBNB - 7.28-7.30-JDAMME		410.28
01 2710 626 000	PUMP N PANTRY GRAND ISLAND / STATE GOLF		82.45
01 9000 890 000	BORDERS STATE GOLF HOTEL 2 NIGHTS		219.90
01 9000 890 000	BORDERS STATE GOLF HOTLE - 2 NIGHTS		219.90
01 9000 890 000	FUJI- STATE GOLF MEALS		91.33
01 9000 890 000	CHIPOTLE/ STATE GOLF MEALS		17.85
01 9000 890 000	CHIPOTLE/ STATE GOLF MEALS		13.48
01 6200 610 003	AMAZON BINGO EQUIP/ TITLE I		149.98
01 1200 733 003	AMAZON -SPED ED TABLE ELEM TEC		385.94
01 2130 610 003	AMAZON- NURSE COTTON BALLS ELEM TEC		14.40
01 2620 610 003	AMAZON- VACUUM FOR PREK		179.99
01 2130 610 003	AMAZON- NURSE SUPPLIES ELEM TEC		272.81
Total MASTERCARD			8,566.47
NCSA	26-E-419	12215	435.00
01 2410 810 001	NCSA MEMBERSHIP JDAMME		435.00
NCSA	e16778-737467	12215	26.00
01 2320 580 000	ADMIN DAYS MEAL		26.00
NCSA	e16778-737516	12215	26.00
01 2410 580 001	MEAL FOR ADMIN DAY JD		26.00
Total NCSA			487.00
NEBR CENTER FOR EDUC VIS IMP	0-2552	12216	639.60
01 6408 340 004	VISUALLY IMP SERV 0-2		639.60
Total NEBR CENTER FOR EDUC VIS IMP			639.60
NEBRASKA SCHOOL TRANSPORTATION ASSOCIATION	0075	12246	300.00
01 2570 330 000	NSTA SUMMER CONFERENCE-MNIXON, KMANDL		300.00
Total NEBRASKA SCHOOL TRANSPORTATION ASSOCIATION			300.00
News Channel Nebraska	26050143	12217	300.00
01 2560 540 000	STATE TRACK AD SPOT		300.00
Total News Channel Nebraska			300.00
NewzBrain Civics Education	2560	12218	309.00
01 1100 643 002	MS SOCIAL SCIENCE WEB SITE LICENSE		309.00
Total NewzBrain Civics Education			309.00
NIPPON SANSO MATHESON INC	0033092954	12219	1,549.98
01 1100 610 001	METAL,/MSELEC HOLDER		1,549.98

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
NIPPON SANJO MATHESON INC	0033097934	12219	255.53
01 1100 610 001	HS WELDING SUPPLIES		255.53
NIPPON SANJO MATHESON INC	0033145308	12219	40.82
01 1100 610 001	MS GROUND CLAMP COPPER		40.82
NIPPON SANJO MATHESON INC	0033145354	12219	74.23
01 1100 610 001	MAGNETIC SQUARE X4		74.23
NIPPON SANJO MATHESON INC	0033147138	12219	5.67
01 1100 610 001	STEEL BRUSH		5.67
NIPPON SANJO MATHESON INC	0033270887	12219	209.50
01 1100 610 001	METAL FOR WELDING		209.50
NIPPON SANJO MATHESON INC	0033333263	12219	148.30
01 1100 610 001	CYLINDER RENTAL HS WELDING SUPPLIES		148.30
Total NIPPON SANJO MATHESON INC			2,284.03
OMAHA PUBLIC POWER DIST	JUNE2026	12220	3,949.56
01 2610 621 002	ELEC MS		1,974.78
01 2610 621 004	ELEC ELEM COOK		1,974.78
Total OMAHA PUBLIC POWER DIST			3,949.56
ON TO COLLEGE -BAYLOR ENTERPRICES INC	6875	12221	3,303.00
01 3535 643 001	HAL FUNDS/COLLEGE TEXT PREP RENEWAL		3,303.00
Total ON TO COLLEGE -BAYLOR ENTERPRICES INC			3,303.00
ONE SOURCE	2022206964	12222	3.00
01 2570 340 000	BACKGROUND CK EVERIFY (AB)		3.00
Total ONE SOURCE			3.00
OTOE CO TREASURER	06042026	12223	100.00
01 2310 310 000	PRIMARY ELECTION MINIMUM /SB AUTO ADVANC		100.00
Total OTOE CO TREASURER			100.00
PAPER101	294713-00	12224	9,191.00
01 1100 610 002	PAPER ANNUAL BUY COOK SITE		4,595.50
01 1100 610 004	PAPER ANNUAL BUY COOK SITE		4,595.50
Total PAPER101			9,191.00
ParentSquare, Inc	2024-27096	12225	4,000.00
01 2560 530 000	ENGAGE 2025/COMM. PLATFORM JULY26-JUNE27		4,000.00
Total ParentSquare, Inc			4,000.00
PHYSICS CLASSROOM LLC, THE	12384	12226	345.00
01 1100 643 001	HS SCIENCE PHYSICS SUBSCRIPTION		345.00
Total PHYSICS CLASSROOM LLC, THE			345.00
POWERSCHOOL GROUP LLC	INV492305	12227	1,590.00
01 1100 643 001	POWERSCHOOL ECOLLECT FORMS ANNUAL FEE		397.50
01 1100 643 002	POWERSCHOOL ECOLLECT FORMS ANNUAL FEE		397.50
01 1100 643 003	POWERSCHOOL ECOLLECT FORMS ANNUAL FEE		397.50

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 643 004	POWERSCHOOL ECOLLECT FORMS ANNUAL FEE		397.50
Total POWERSCHOOL GROUP LLC			1,590.00
PRAIRIE MECHANICAL CORPORATION	96090	12228	310.00
01 2610 431 003	ELECTRICAL ROOF TEC ELEM HVAC		310.00
PRAIRIE MECHANICAL CORPORATION	96530	12228	580.00
01 2610 431 002	PSI COR- COMPRESSOR AT COOK SITE HVAC		290.00
01 2610 431 004	PSI COR- COMPRESSOR AT COOK SITE HVAC		290.00
Total PRAIRIE MECHANICAL CORPORATION			890.00
Ray Jay Sanitation	MAY2026	12229	560.00
01 2620 420 001	GARBAGE SERV. HS		280.00
01 2620 420 003	GARBAGE SERV ELEM TEC		280.00
Total Ray Jay Sanitation			560.00
SCHOLASTIC INC	86419251	12230	7.31
01 1100 640 003	SCHOLASTIC ABC OF JOBS ELEM TEC		7.31
Total SCHOLASTIC INC			7.31
SCHOOL SPECIALTY, LLC	208137043587	12231	103.56
01 2130 610 001	NURSE/ GAUZE, EYE GLASS REPIR KIT		25.89
01 2130 610 002	NURSE/ GAUZE, EYE GLASS REPIR KIT		25.89
01 2130 610 003	NURSE/ GAUZE, EYE GLASS REPIR KIT		25.89
01 2130 610 004	NURSE/ GAUZE, EYE GLASS REPIR KIT		25.89
SCHOOL SPECIALTY, LLC	308104867821	12231	1,424.68
01 3599 610 003	PREK SUPPLIES/ SUTQGRANT		160.79
01 1100 610 003	ELELM TEC. /RECORDBKS. PENCILS/PLAYDOH,MA		636.15
01 2220 610 001	LIBRARY LABELS		7.03
01 2220 610 002	LIBRARY LABELS		7.04
01 2220 610 003	LIBRARY LABELS		7.03
01 2220 610 004	LIBRARY LABELS		7.04
01 1100 610 001	HS SHOP TSQUARES , GRAPH PAPER, GLUE		450.00
01 2130 610 003	NURSE-LOTION		33.72
01 1100 610 001	ART SUPPLIES / BLOCKOUT/PAINT MARKERS		57.94
01 1100 610 002	ART SUPPLIES / BLOCKOUT/PAINT MARKERS		57.94
Total SCHOOL SPECIALTY, LLC			1,528.24
Scott P. Buss	5-26-26	12232	151.00
01 2620 340 001	HS PEST CONTROL SERV		41.50
01 2620 340 002	MS PEST CONTROL SERV		34.00
01 2620 340 003	ELEM TEC PEST CONTROL SERV		41.50
01 2620 340 004	ELEM COOK PEST CONTROL SERV		34.00
Total Scott P. Buss			151.00

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Segra	si-26-033240	12233	557.43
01 2230 382 001	INTERNET SERVICES		139.35
01 2230 382 002	INTERNET SERVICES		139.36
01 2230 382 003	INTERNET SERVICES		139.36
01 2230 382 004	INTERNET SERVICES		139.36
Total Segra			557.43
SENCA SANITATION	MAY2026	12234	420.00
01 2620 420 002	GARBAGE SERV COOK SITE		210.00
01 2620 420 004	GARBAGE SERV COOK SITE		210.00
Total SENC SANITATION			420.00
STAPLES ADVANTAGE	6027929240	12235	781.47
01 1100 610 001	STAPLES/ PAPER CLIPS/ BAGGIES/BATTE/TAPE		390.73
01 1100 610 003	STAPLES/ PAPER CLIPS/ BAGGIES/BATTE/TAPE		390.74
STAPLES ADVANTAGE	6028788767	12235	427.99
01 1100 733 001	STANDING DESK JD		427.99
STAPLES ADVANTAGE	6029232374	12235	150.59
01 1100 610 001	ROLLS OF PAPER / MARKERS/ PENS		75.29
01 1100 610 003	ROLLS OF PAPER/ MARKERS/ PENS		75.30
STAPLES ADVANTAGE	6060917917	12235	3,539.21
01 1100 610 001	HS NOTEPADS		8.83
01 1100 610 001	GRAPH PAPER		30.32
01 1100 610 001	COLORED PENCILS		6.02
01 1100 610 003	CARD STOCK ELEM TEC		2,532.00
01 1190 610 003	PREK PAINT AND PAPER PLATES		51.22
01 2130 610 001	DEODORANT / NURSE		89.78
01 2130 610 001	EYE WASH/NURSE		18.20
01 2130 610 003	EYE WASH/NURSE		18.20
01 2410 610 003	ELEM OFFICE STAPLER/SCISSORS/LABELS		30.18
01 1100 610 001	HS SUP./ MARKERS/PENS/BAGGIES/BOOKENDS		377.23
01 1100 610 003	ET SUP./ MARKERS/PENS/BAGGIES/BOOKENDS		377.23
STAPLES ADVANTAGE	6060917919	12235	18.62
01 1100 610 003	ET MARKERS		18.62
STAPLES ADVANTAGE	6061053039	12235	182.01
01 1100 610 003	ET COLORED PAPER		39.99
01 2410 610 003	RECEIPTS/BADGE HOLDERS		71.01
01 2410 610 001	RECEIPTS/BADGE HOLDERS		71.01
STAPLES ADVANTAGE	6061233760	12235	280.62
01 1100 610 001	GOJO CLEANER HS SHOP		126.11
01 2130 610 001	MEDLINE/EMG. FIRST NURSE SUPPLIES		22.93
01 2130 610 003	MEDLINE/EMG. FIRST NURSE SUPPLIES		22.94
01 1100 610 003	CRAYONS, MAGNETIC TAPE, MARKERS ET		108.64
STAPLES ADVANTAGE	6061619440	12235	116.57
01 2130 610 001	ANTIPERSPIRANT /NURSE		83.79
01 1190 610 003	SANDWICH BAGS/ PREK		32.78
STAPLES ADVANTAGE	6064797237	12235	50.48
01 1100 610 003	KDG. MARKERS		50.48

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Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
STAPLES ADVANTAGE	6064797238	12235	169.76
01 1100 610 001	ERASERS/ART		2.29
01 1100 610 002	ERASERS/ART		2.29
01 1100 610 003	FOLDERS		13.96
01 2410 610 003	ENVELOPES		123.60
01 1100 610 001	COLORED PENCILS HS		27.62
STAPLES ADVANTAGE	6064797239	12235	14.56
01 1100 610 003	POCKET FOLDERS		14.56
STAPLES ADVANTAGE	6065494448	12235	59.90
01 1100 610 001	MANILA FILE FOLDERS HS		29.95
01 1100 610 003	MANILA FILE FOLDERS ELEM TEC		29.95
Total STAPLES ADVANTAGE			5,791.78
STUDENT ASSURANCE SERV INC.	2026-2027	12236	839.50
01 2310 520 000	CATASTROPHIC STUDENT COVERAGE		839.50
Total STUDENT ASSURANCE SERV INC.			839.50
UNITED STATES ACADEMIC DECATHLON	2260526	12237	760.00
01 1100 610 001	DECATHLON CURRICULUM PKG		760.00
Total UNITED STATES ACADEMIC DECATHLON			760.00
US Postal Service	06012026	12238	280.00
01 2560 531 000	MAIL BOX ANNUAL FEE		280.00
Total US Postal Service			280.00
VERIZON WIRELESS	6144048866	12239	293.17
01 2560 382 000	CELL PHONE SERV		293.17
Total VERIZON WIRELESS			293.17
VILLAGE OF COOK WATER DEPT	JUNE 2026	12243	145.32
01 2610 610 002	WT/SW COOK SITE		72.66
01 2610 610 004	WT/SW COOK SITE		72.66
Total VILLAGE OF COOK WATER DEPT			145.32
WATER ENGINEERING INC	IN249559	12240	246.00
01 2620 431 001	WATER MANAGEMENT SERV		61.50
01 2620 431 002	WATER MANAGEMENT SERV		61.50
01 2620 431 003	WATER MANAGEMENT SERV		61.50
01 2620 431 004	WATER MANAGEMENT SERV		61.50
Total WATER ENGINEERING INC			246.00
WOODRIVER ENERGY	501421	12241	2,181.51
01 2610 621 001	NATURAL GAS HS		1,090.75
01 2610 621 003	NATURAL GAS ELEM TEC		1,090.76
Total WOODRIVER ENERGY			2,181.51
Fund Number 01			310,590.33
Checking Account ID 1			310,590.33

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
JCC LUNCH FUND	26-H242	12242	344.10
01 1190 610 003	PREK SNACKS MAY 2026		344.10
Total JCC LUNCH FUND			344.10
Fund Number 01			344.10
Checking Account ID 1			344.10

JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS
STATEMENT OF ACCOUNTS

2025-2026

GENERAL FUND

American National Bank

Account # 1055931

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	1,104,553.48	822,705.40	332,324.47	0.00	614,172.55
November-24	614,172.55	854,462.78	480,994.10	0.00	240,703.87
December-24	240,703.87	814,042.92	773,889.40	0.00	200,550.35
January-25	200,550.35	847,301.08	1,273,365.38	0.00	626,614.65
February -25	626,614.65	2,411,959.10	1,785,344.45	0.00	1,622,671.28
March -25	1,622,671.28	790,805.57	493,817.09	0.00	1,325,682.80
April-25	1,325,682.80	862,855.07	1,445,555.23	0.00	1,908,382.96
May-25	1,908,382.96	856,096.25	2,049,047.33	0.00	3,101,334.04
June-25	3,101,334.04	822,786.38	536,053.50	0.00	2,814,601.16
July-25	2,814,601.16	721,739.10	121,504.20	0.00	2,214,366.26
August-25	2,214,366.26	1,056,763.52	310,239.90	0.00	1,467,842.64
September-25	1,467,842.64	965,975.52	1,263,599.95	0.00	1,765,467.07
October-25	1,765,467.07	857,910.62	284,248.51	0.00	1,191,804.96
November-25	1,191,804.96	920,883.68	254,077.79	0.00	524,999.07
December-25	524,999.07	815747.83	767597.81	0.00	476,849.05
January-26	476,849.05	803,628.09	1,356,907.12	0.00	1,030,128.08
February-26	1,030,128.08	954,191.71	1,511,556.79	0.00	1,587,493.16
March -26	1,587,493.16	849,322.00	780,338.01	0.00	1,518,509.17
April -26	1,518,509.17	934,513.10	778,950.40	0.00	1,362,946.47
May-26	1,362,946.47	976,768.33	3,428,860.71	0.00	3,815,038.85

IMPREST ACCOUNT

American National Bank

Account #4084077

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	3,572.30	168.74	1,497.84	0.00	4,901.40
November-24	4,901.40	109.24	168.74	0.00	4,960.90

December-24	4,960.90	157.72	0.00	0.00	4,803.18
January-25	4,803.18	1,095.00	0.00	0.00	3,708.18
February-25	3,708.18	229.69	1,325.72	0.00	4,804.21
March-25	4,804.21	0.00	0.00	0.00	4,804.21
April-25	4,804.21	1.00	0.00	0.00	4,803.21
May-25	4,803.21	1,250.00	0.00	0.00	3,553.21
June-25	3,553.21	0	0	0.00	3,553.21
July-25	3,553.21	0	0	0.00	3,553.21
August-25	3,553.21	239.42	1621.52	0.00	4,935.31
September-25	4,935.31	0.00	0.00	0.00	4,935.31
October-25	4,935.31	112.54	0.00	0.00	4,822.77
November-25	4,822.77	94.17	0.00	0.00	4,728.60
December-25	4,728.60	1,635.00	1,635.00	0.00	4,728.60
January -26	4,728.60	92.69	0	0.00	4,635.91
February-26	4,635.91	189.33	0.00	0.00	4,446.58
March-26	4,446.58	328.21	140.00	0.00	4,258.37
April-26	4,258.37	466.42	0	0.00	3,791.95
May-26	3,791.95	1882.85	0	0.00	1,909.10

BUILDING FUND

American National Bank

Account MM #50000119

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	2,154,374.28	12,669.04	24,151.74	7807.33	2,173,664.31
November-24	2,173,664.31	0.00	7,536.79	7563.00	2,188,764.10
December-25	2,188,764.10	0.00	34,077.24	7193.38	2,230,034.72
January-25	2,230,034.72	49,260.26	167,243.03	8128.67	2,356,146.16
February-25	2,356,146.16	13,428.29	236,999.40	7514.06	2,587,231.33
March-25	2,587,231.33	0.00	24,653.73	8010.17	2,619,895.23
April-25	2,619,895.23	39,090.48	205,875.09	8590.02	2,795,269.86
May-25	2,795,269.86	0.00	327,583.85	10,201.81	3,133,055.52
June-25	3,133,055.52	0.00	22,724.89	9,691.37	3,165,471.78
July-25	3,165,471.78	208,674.40	11,093.24	10,050.02	2,977,940.64
August-25	2,977,940.64	30,477.91	31,582.88	10,119.99	2,989,165.60
September-25	2,989,165.60	18,270.00	203,419.75	9,299.82	3,183,615.17
October-25	3,183,615.17	10,421.68	32,141.83	10,415.16	3,215,750.48
November-25	3,215,750.48	5,536.36	6,057.98	8,412.59	3,224,684.69
December-25	3,224,684.69	36,037.00	52,639.79	8,964.45	3,250,251.93
January-26	3,250,251.93	821,712.15	171,204.28	7,953.14	2,607,697.20
February-26	2,607,697.20	127,303.69	199,787.40	6,799.33	2,686,980.24
March-26	2,686,980.24	136,731.49	92,604.49	7,269.88	2,650,123.12
April-26	2,650,123.12	66,635.08	76,914.72	7,218.88	2,667,621.64
May-26	2,667,621.64	66,911.65	548,771.91	8,521.12	3,158,003.02

BOND FUND**American National Bank****Account MM #3188887**

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	17,364.13	0.00	0.00	65.03	17,429.16
November-24	17,429.16	0.00	0.00	62.80	17,491.96
December-24	17,491.96	0.00	0.00	58.94	17,550.90
January-25	17,550.90	0.00	0.00	63.10	17,614.00
February-25	17,614.00	0.00	0.00	53.73	17,667.73
March-25	17,667.73	0.00	0.00	55.82	17,723.55
April -25	17,723.55	0.00	0.00	57.93	17,781.48
May-25	17,781.48	0.00	0.00	62.00	17,843.48
June-25	17,843.48	0.00	0.00	56.38	17,899.86
July-25	17,899.86	0.00	0.00	60.45	17,960.31
August-25	17,960.31	0.00	0.00	62.62	18,022.93
September-25	18,022.93	0.00	0.00	55.55	18,078.48
October-25	18,078.48	0.00	0.00	61.02	18,139.50
November-25	18,139.50	0.00	0.00	49.29	18,188.79
December-25	18,188.79	0.00	0.00	52.43	18,241.22
January-26	18,241.22	0.00	0.00	53.16	18,294.38
February-26	18,294.38	0.00	0.00	46.64	18,341.02
March-26	18,341.02	0.00	0.00	50.11	18,391.13
April-26	18,391.13	0.00	0.00	50.25	18,441.38
May-26	18,441.38	0.00	0.00	52.06	18,493.44

QUAL CAP PURP**American National Bank****Savings Account #7005153**

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	232,529.74	0.00	4,706.13	880.82	238,116.69
November-24	238,116.69	0.00	1,304.85	860.92	240,282.46
December-25	240,282.46	0.00	7,349.92	821.16	248,453.54
January-25	248,453.54	0.00	35,914.97	976.05	285,344.56
February-25	285,344.56	3,600.44	50,745.75	980.26	333,470.13
March-25	333,470.13	0.00	5,303.63	1061.64	339,835.40
April-25	339,835.40	0.00	44,099.46	1181.08	385,115.94
May-25	385,115.94	42,214.00	70,163.79	1435.66	414,501.39
June-25	414,501.39	0.00	4,869.88	1317.41	420,688.68
July-25	420,688.68	1,895.00	2,375.89	1421.14	422,590.71
August-25	422,590.71	204,128.82	5,534.31	1092.91	225,089.11
September-25	225,089.11	0.00	43,268.46	778.72	269,136.29
October-25	269,136.29	0.00	5,494.66	918.99	275,549.94
November-25	275,549.94	0.00	1,298.29	750.95	277,599.18
December-25	277,599.18	0.00	10,851.72	815.51	289,266.41

January-26	289,266.41	0.00	35,291.20	899.42	325,457.03
February-26	325,457.03	0.00	41,095.90	914.48	367,467.41
March-26	367,467.41	0.00	19,245.17	1,028.01	387,740.59
April-26	387,740.59	8,500.00	15,621.85	1065.09	395,927.53
May-26	395,927.53	0.00	112,814.62	1338.87	510,081.02

DEPRECIATION

American National Bank

Account MM #50000107

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	4559.84	0.00	0	17.08	4,576.92
November-24	4576.92	0.00	0	16.49	4,593.41
December-24	4593.41	0.00	0	15.48	4,608.89
January-25	4608.89	0.00	0	16.57	4,625.46
February-25	4625.46	0.00	0	14.11	4,639.57
March-25	4639.57	0.00	0	14.66	4,654.23
April-25	4654.23	0.00	0	15.21	4,669.44
May-25	4669.44	0.00	0	16.28	4,685.72
June-25	4685.72	0.00	0	14.80	4,700.52
July-25	4,700.52	0.00	0	15.88	4,716.40
August-25	4,716.40	0.00	140,000.00	229.99	144,946.39
September-2025	144,946.39	0.00	0.00	446.75	145,393.14
October-2025	145,393.14	125,820.00	0.00	169.74	19,742.88
November-2025	19,742.88	0.00	0	53.65	19,796.53
December-2025	19,796.53	0.00	0	57.07	19,853.60
January-26	19,853.60	0.00	0	57.85	19,911.45
February-26	19,911.45	0.00	0	50.77	19,962.22
March-26	19,962.22	0.00	0	54.54	20,016.76
April-26	20,016.76	0.00	0.00	54.68	20,071.44
May-26	20071.44	0.00	0	56.67	20,128.11

**EMPLOYEE
BENEFIT FUND**

Savings Account #70005160

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
October-24	509.72	0.00	0.00	1.91	511.63
November-24	511.63	0.00	0.00	1.84	513.47
December-24	513.47	0.00	0.00	1.73	515.20
January-25	515.20	0.00	0.00	1.86	517.06
February-25	517.06	0.00	0.00	1.57	518.63
March -25	518.63	0.00	0.00	1.64	520.27
April-25	520.27	0.00	0.00	1.70	521.97
May-25	521.97	0.00	0.00	1.82	523.79

June-25	523.79	0.00	0.00	1.66	525.45
July-25	525.45	0.00	0.00	1.77	527.22
August -25	527.22	0.00	0.00	1.84	529.06
September-25	529.06	0.00	0.00	1.63	530.69
October-25	530.69	0.00	0.00	1.79	532.48
November-25	532.48	0.00	0.00	1.45	533.93
December-25	533.93	0.00	0.00	1.54	535.47
January-26	535.47	0.00	0.00	1.56	537.03
February-26	537.03	0.00	0.00	1.37	538.40
March-26	538.40	0.00	0.00	1.47	539.87
April-26	539.87	0.00	0.00	1.47	541.34
May-26	541.34	0.00	0.00	1.53	542.87

CONTINGENCY FUND

American National Bank

Savings Account #7005174

Month	Beginning Balance	Expenditures	Int. Receipts	Interest	Ending Balance
October-24	3,123.56	0.00	39.45	11.83	3,174.84
November-24	3,174.84	0.00	40.76	11.72	3,227.32
December-25	3,227.32	0.00	0	11.41	3,238.73
January-25	3,238.73	0.00	40.76	12.30	3,291.79
February-25	3,291.79	0.00	40.76	10.62	3,343.17
March-25	3,343.17	0.00	48.65	11.10	3,402.92
April-25	3,402.92	0.00	70.08	11.70	3,484.70
May-25	3,484.70	0.00	0	12.71	3,497.41
June-25	3,497.41	0.00	41.78	11.63	3,550.82
July-25	3,550.82	0.00	40.43	12.61	3,603.86
August-25	3,603.86	0.00	41.78	13.10	3,658.74
September-25	3,658.74	0.00	41.78	11.34	3,711.86
October-25	3,711.86	0.00	40.43	12.66	3,764.95
November-25	3,764.95	0.00	41.78	10.28	3,817.01
December-25	3,817.01	0.00	40.43	11.08	3,868.52
January-26	3,868.52	0.00	41.78	11.37	3,921.67
February-26	3,921.67	0.00	41.78	10.04	3,973.49
March-26	3,973.49	0.00	49.87	10.95	4,034.31
April-26	4,034.31	0.00	26.76	11.03	4,072.10
May-26	4,072.10	0.00	36.49	11.54	4,120.13

CD #001120027210 TFB 12,000(3/10/2027) Int. 4.10 %

Activity Account-Western National Bank**Acct. #29284**

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
August 25	55,696.90	34,271.46	79,989.24	9.73	27,665.12
September 25	42,512.87	42,561.67	29,377.34	13.03	35,301.12
October 25	57,970.03	37,908.44	53,365.60	14.85	55,751.03
November 25	55,340.87	27,467.14	24,837.98	15.20	49,384.63
December 25	23,758.19	45,747.99	14,165.31	13.18	18,614.79
January 26	27,274.70	13,091.64	16,608.15	8.05	17,985.30
February 26	47,345.37	28,050.83	48,121.50	8.72	37,743.39
March 26	27,448.31	30,579.89	10,682.83	12.96	24,911.57
April 26	19,716.28	23,484.23	15,752.20	7.46	17,010.22
May 26	64,116.18	37,554.24	81,954.14	13.33	44,997.46

Lunch Account-Western National Bank**Acct. #29281**

Month	Beginning Balance	Expenditures	Receipts	Interest	Ending Balance
August 25	25,032.28	41,315.53	60,174.95	8.06	11,889.19
September 25	23,614.92	19,654.16	25,812.57	5.91	22,992.25
October 25	30,826.62	16,226.66	29,903.59	6.52	30,823.47
November 25	22,564.28	35,592.61	27,330.27	7.84	22,427.01
December 25	35,167.98	9,357.92	21,961.62	7.95	25,595.40
January 26	38,933.70	17,262.30	21,028.02	9.64	12,130.58
February 26	8,958.37	112,239.54	82,264.21	8.48	7,528.47
March 26	24,753.89	11,856.58	27,652.10	5.95	24,750.74
April 26	34,757.73	13,398.99	23,402.83	7.47	10,617.03
May 26	54,623.13	37,708.72	54,574.12	7.65	54,619.98

APY 0%

APY 0%

APY 3.37%

APY 3.37%

APY 3.38%

APY 3.38%

APY 3.38%

APY 3.37%

APY .35%

APY .35%

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 08	Fund Number 08	Building Fund	
CHEEVER CONSTRUCTION COMPANY	02	129	536,451.30
08 4600 450 001	CERTIFIED AMT. CONSTRUCTION SERVICES HS		536,451.30
Total CHEEVER CONSTRUCTION COMPANY			536,451.30
CLARK ENERSON PARTNERS INC	6.	130	9,397.94
08 4300 340 001	PROFESSIONAL SERVICES FOR HS IMPROVEMENT		9,397.94
Total CLARK ENERSON PARTNERS INC			9,397.94
GRUNWALD MECHANICAL CONTRACTORS	5	128	41,114.53
08 4700 450 002	COOK SITE CHILLER REPLACEMENT #5 PYMNT		20,557.27
08 4700 450 004	COOK SITE CHILLER REPLACEMENT #5 PYMNT		20,557.26
Total GRUNWALD MECHANICAL CONTRACTORS			41,114.53
IMPREST ACCT	3854/3855	131	23.00
08 4100 340 000	QUIT CLAIM DEED WOOD PROP		1.00
08 4100 340 000	QUIT DEED JOHNSON CO CLERK WOOD PROP.		22.00
Total IMPREST ACCT			23.00
Fund Number 08			586,986.77
Checking Account ID 08			586,986.77

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 9	Fund Number 09	Qualified Capital Purpose Undtk Fund	
B2 ENVIRONMENTAL	34454	113	8,000.00
09 2670 450 000	3 YEAR ASBESTOS REPORT HS		8,000.00
Total B2 ENVIRONMENTAL			8,000.00
Fund Number 09			8,000.00
Checking Account ID 9			8,000.00

Johnson County Central Public Schools
District 49-0050 Expenditure Summary June 2026

JCC Dist 49-0050 General Fund Expenditures June 2026	\$310,934.43
JCC Dist. 49-0050 June 2026 Payroll	\$705,640.74
JCC Dist 49-0050 Total Expenditures	\$1,016,575.17

81.2% of Budget	\$9,072,565.14

83.3 % of Year	\$11,163,474.00

Johnson County Central Dist 49-0050 Building Fund

JCC Dist 49-0050 Building Fund Exp. Aug. 2026	\$586,986.77
JCC DIST 49-0050 Qualified Cap Purpose Untk Fund	\$8,000.00

Johnson County Central Public Schools
District 49-0050 Expenditure Summary June 2026

Johnson County Central Public Schools
District 49-0050 Expenditure Summary June 2026



June Board Report- High School Principal- Justin Damme

- Report cards have been sent home to students.
- Summer School 4 students are attending and recovering credits.
- FFA students attended the COLT conference on May 25th and 26th
- Jay Chaudhari and Zeke Burki attended the National SkillsUSA conference in Atlanta
 - Jay Chaudhari competed in Extemporaneous Speaking- Middle School and placed 7th.
 - Zeke competed in Action Skills- High School and placed 12th
- BIST meeting with the administration team was on June 8, 2026.
- County Attorney meeting with the administration team was on June 8, 2026.
- District Retreat with ESU4 is on June 10, 2026.
- KSB Law Training on June 18, 2026.
- Non-CDL training on June 25, 2026.
- NDE Day Kearney is on July 28, 2026.

Ms. Marsha Bacon
Cook Site Principal
March 2026 Board Report

- Staff grades K-8 worked with trainers from Amplify on May 22nd to prepare for the upcoming school year. Middle School staff will work on June 24th to align the new ELA curriculum with state standards and plan the instructional scope and sequence for the 2026-27 school year.
- The school newsletter includes information for the elementary and middle school Honor's Day Award recipients.
 - Jay Chaudhari placed 7th at National Skills USA in the Middle School division of Extemporaneous Speaking.
- We had several new staff members attend the end of the year meal in May. Kade Davis (5th grade), Macully Coffey (K-3 PE and MS Technology)) and Alberto Jaramillo (4 & 5 Special Education). They are all excited to start the school year. Macully is helping this summer with the High School Basketball Team and working summer maintenance.
- Dr. Rademacher and I attended the ESU 4 Data Retreat Tuesday, June 2nd & Wednesday, June 3rd. During this time we worked on the strategic plan for the new Continuous Improvement Process (CIP) and updated the Nebraska Department of Education (NDE) template.
- Monday, June 8th administration and BIST leadership worked with Jacquie, the district Bist representative, to make plans and documents for the upcoming school year. The Cook elementary staff, grades 4 & 5 will attend the 3-day BIST training the week of June 15th. This training will include the new 4th and 5th staff as well.
 - 8th also included a transportation meeting and meeting with Johnson County Attorney Ben Beethe to discuss truancy and district policies on attendance.
 - Reviewed and updated handbooks for the upcoming school year.
- Wednesday, June 10th JCC administration attended a Leadership Retreat with Dr. Gossman from ESU4.
- Summer staff and maintenance are working hard at Cook to clean the building and prepare for the upcoming year. Floors are almost done and they should be completed by the end of June.
- Report cards, MAP scores and student letters for the upcoming year have been sent home for grades 4-8.
- Mr. Damme & I are working with Cheyenne Bishop, the new 5-12 Instrumental Music teacher. She is excited about the marching band and is working to get the incoming 7th and 8th grade students involved. A Remind was sent to parents to gauge interest in middle school participation.
- Mr. Damme and I will be attending the KSB Law Student Discipline Training on June 18th
- Mrs. Robeson and I will attend the DIEBELS Training at ESU4 on June 30.

Beckie Robeson
Elementary Principal
June 10, 2026

- Initial CKLA training was on May 22. Two trainers came to work with K-2 and 3-5 teachers. We have started receiving the materials. It is estimated that everything will be here by June 18. Once the order has been fulfilled, we will begin inventorying items and disbursing materials to teachers. The goal is to have this completed by the last week in June.
- Ten students in grades K-5 are attending summer school from 8:15 to 11:15, Monday through Thursday.
- Report Cards are ready for pickup at the elementary office.
- On June 8, we met with our BIST (Behavior Intervention Support Team) consultant and discussed areas of strength and growth from the 2025-2026 school year. As a team, we clarified the processes and systems needed to make BIST successful.
- The transportation team met
- We met with Ben Beethe
- June 18, I will attend Instructional Practice Guide (IPG) training at ESU4. The purpose of the IPG is to determine trends in the implementation of high-quality instructional materials (HQIM) across grade levels. The tool provides content-specific feedback to classroom teachers through observations. This is not an evaluation tool, it is intended to be used to help teachers deepen their instructional practices and routines.

June 2026 Board Report
SPED Director / Director of Student Services
Dr. Laura Rademacher

Activities and Tasks completed in May and Early June 2026

- Attended
 - 4- IEP Meetings
 - 3- MDT/IEP Meetings
 - 2-MDT
 - 1 -504 Plan Meetings
- Working with multiple staffing companies to find School Psychologist
- NeMTSS Functional Behavior Assessment and Behavior Intervention Plan Webinar
- CKLA Initial Training
- Returned TopCat demo model
- Meet with Case Managers of 14+ year old to develop and define Special Education Transition Planning
- NDE Transition reFresh Training
- MIPS (Medicaid) report
- Nebraska Reading Improvement Act report
- Maintenance of Effort Standard Report
- ESU4 Leaders retreat
- ESU4 Data Retreat- School Improvement
- Office Moving for High School to Cook
- BIST (Behavior) Planning and procedures development

Garrett Collin
Activities Report
June 10th, 2026

***After a few morning hiccups, the district track meet went well and ran smoothly.**

- I did have a few visiting coaches notice the cracks in the track.
- It needs to be repainted and resurfaced.

***The boys golf team finished 5th out 15 teams at district golf**

- Jack Waring represented us at the state meet.
- He shot a 165 over the 36 holes and finished 64th out of 100 golfers.

***Updated Weight Room Information**

- June 1 - July 31
- Open Monday - Friday
- Session 1: 6:30AM - 7:30AM (HS MIXED)
- Session 2: 7:30AM - 8:30AM (HS MIXED)
- Session 3: 8:30AM - 9:30AM (JH MIXED)
- Session 4: 6:00PM - 7:00PM (OPEN MIXED)* Except Fridays
- Although they are “mixed” sessions, athletes are still encouraged to lift with their teammates.
- They are encouraged to come 4 out of the 5 days a week
- There are two coaches covering each session
- “Gold Standard” is 35 out of 45 days.
 - In the past, the booster club has bought apparel for the athletes who met the Gold Standard. They have not committed to this moving forward.

***Summer “Team Camps” are up and running.**

- Most or all activities have their athletes participating in practices and travelling to other camps.
- Most of these can be found on the activity calendar.

***Coaches and admin are currently looking to adopt new criteria for a student to be on the [Wall of Honor](#).**



Superintendent Monthly Update

by **Jon Rother**. August 2026

Bond vs. Building Fund + QCPUF

As valuations go up, the Building Fund “costs”, or collects more money, from tax asking. Over time, costs for repairs and materials go up as well.

With a bond, tax asking and the cost of construction of a new facility is “locked in” at a fixed rate. As valuations go up, this allows the district to adjust the bond levy or pay off the bond sooner. It also means the tax asking for the Building Fund and QCPUF can be minimized.

Since 2007, the JCC School District valuations have gone up an average of 7.2% each year. On a \$35 million bond paid for over 20 years at current interest rates, tax payers would end up paying approximately \$55 million for new construction.

With no bond, and continued repairs in the district’s future, the Building Fund and QCPUF (Qualified Capital Purpose Undertaking Fund) will need to continue to be utilized. Projecting at a conservative 5% increase in valuations each year, for the same time frame of 20 years, tax payers will pay approximately \$61 million. If valuations continue at an average of 7.2% over time, the cost to taxpayers through the Building Fund and QCPUF is approximately \$72 million.

Over time, the bond saves the tax payers money.

To sum it up:

20 Year Bond for \$35 million = \$55 million in Tax Dollars

20 Years of Building Fund + QCPUF Tax Dollars = \$61-\$72 million in Tax Dollars

Mr. Rother
June 2026
Superintendent Board Report

- Mr. Nick Weber (HS Social Sciences) and Mr. Keaton Kleespies (MS Social Sciences) provided results of the U.S. Citizenship Test as required by Nebraska law (Statute 79-724).
 - 40 High School (Grade 12) students tested = 85% correct average.
 - 30 Middle School (Grade 8) students tested = 85% correct average.
- Mrs. Laurie Badertscher will be sending bid requests for propane and bread this month.
- I would like to make a lease-to-purchase agreement for a 14 passenger bus, or two, through Truck Center. After 3 years, we will have the option to buy the bus.
- Mr. Derek Gottula at Brinkman Brothers GM, has given us an example of what a lease for a vehicle would look like. As the vans become obsolete, we will need vehicles to take their place.
- We have been discussing whether or not to disallow backpacks in high school. The board's feedback on this would be appreciated. As the cell phone policy states that phones must be off and in lockers if brought into the school, students will often keep their phones in their backpacks or in their pockets. Eliminating backpacks would mean students would more often need to go to their lockers, making it easier for them to store their phones in lockers. Many students do not know their locker combinations, as they don't use the lockers. The other option is to change the cell phone policy to allow phones to be kept in backpacks and/or on their person.
- ECNC Possible New Members
 - Southern - Not interested.
 - Lourdes - Not interested.
 - Cedar Bluffs - Interested.
 - Brownell Talbot - Interested.
- JCC Administration met with Johnson County Attorney, Ben Beethe, on Monday, June 8 to discuss the JCC attendance policies. We discussed his involvement with students with excessive, or chronic, absenteeism.
- At the High School Improvements Progress Meeting, Mr. Colin VanGroningen expressed some concerns as to some of the structural integrity of the building that he has come across. He said everything is on schedule, except the interior doors. School will be able to start on time, however they may have to come back in on the weekends to replace the doors.

Last Thursday when the rains came fast and hard the storm drain located outside the exterior doors to room 104 of the high school backed up into the room. Friday morning I went down behind the track shed to see if I could find where the pipe daylighted out. Found that it did so into what was an old creek bed. Due to years of runoff from the steep embankment the bed has silted in, to the point that it almost completely covered the spill way. So, we had Gary Kuhl come backhoe in almost 200' of 16' corrugated pipe, and the storm drain now daylights above the town branch. Don't know labor costs yet, but the price of the pipe was just under \$3,000.

We are still waiting on a price for a new ac to service the south side of the Cook building from Prairie. Prairie is also scheduled to come to Tecumseh, and open up both boilers to do an internal inspection, as part of that service agreement we signed a few months back. Travelers Insurance is scheduled to show the following Friday (6/19) to do the boiler inspection for the state.

Jeff Whitmore, with Whitmore Sprinklers, who has our football field, was here yesterday (6/9) to look at some issues we had with flow and oscillation. He was here for maybe 45 minutes. He helped us change out one of the heads, and showed us how to change coverage area with the new heads, as the ones that are in are obsolete.

Wusk Electric has given us a price on ballast free 8' led lights for the wood shop in Cook, as nearly half the lights have ballast issues. Price is \$1,339.13. 30-8' led bulbs \$839.19 plus \$446.00 to rewire fixtures and install. They are also scheduled next week to fix wiring issues in the paint room of the high school.

We put together a price to redo both the north and south long jump pits. The total would be \$20,903. That is with Sterup Concrete forming and pouring 228lf of concrete 10' wide and 18' deep. Along with 10 post holes 3' deep in each of the pits, to get below frost line for a total of \$13,000. \$5,650 from Gary Kuhl to: protect track, remove existing sand and soil to 18" depth, refill new masonry sand (74 cubic yards), delivered from Concrete Industries at a price of \$2,253. Depth of 18" is what we got when talking to Palmyra High Schools activities Director, and researching online.

The summer help is moving along well on floors and rooms in the two buildings we can get into. At this point it looks like we may be able to get into parts of the top floor in the high school to clean later this month. We are also helping Marcus with a few things, ranging from ladders to installing cameras. Currently in the process of cleaning out sheds, and painting handrails and stairs at the stadium.

To this point Cheever seems to be having little trouble hitting their lead times, and staying on schedule. With the exception of the arrival of air handler units for the gym being pushed back a couple weeks, as well as delays in doors and hardware. None of which, at least at this point, affects the start date of school. Hopefully that continues as they move forward with all the new electrical, communication, and fire service updates, from warning devices to door holds.

**RESOLUTION OF THE BOARD OF EDUCATION TO
INCREASE BASE GROWTH PERCENTAGE TO
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Johnson County School District 49-0050**, commonly known as **Johnson County Central Public Schools** (the "School District"), is planning the School District's annual budget for the 2026–2027 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 6%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2026–2027 budget in an amount of 6%.

Said Resolution was adopted by the Board of Education by a vote of __ to __ on the ___st day of _____, 2026.

President of the Board of Education

ATTEST:

Secretary of the Board of Education

2026/27 BUDGET AUTHORITY AND ALLOWABLE RESERVE PERCENTAGE CERTIFICATION

COUNTY: JOHNSON
COUNTY-DISTRICT NUMBER: 49-0050-000
DISTRICT NAME: JOHNSON CO CENTRAL PUBLIC SCHS

Certified Budget Authority	\$9,409,739	Budget Based
Allowable Reserve Percentage	45 %	
Access to Prior Year's Unused Budget Authority	\$183,605	

Certified Budget Authority:

Certified Budget Authority is calculated three ways. The greater of the Budget Based Calculation, the Student Growth Adjustment Calculation, or the Formula Needs Calculation becomes a district's Certified Budget Authority.

Budget Based Calculation: $((GFBE - SGF - SPED - GFLE) \times 1.025)$

Student Growth Adjustment Calculation: $((GFBE - SGF - SPED - GFLE) + (SGA +/- SGACORR))$

Formula Needs Calculation: $((FN \times 1.10) - (SPED \times 1.025))$

		Data Source
GFBE	2025/26 General Fund Budget	2025/26 LC-2 Line B-100
SGF	2025/26 Special Grant Funds	2025/26 LC-2 Line B-110
SPED	2025/26 Special Education Budget	2025/26 LC-2 Line B-120
GFLE	2025/26 General Fund Lid Exclusions (Schedule A)	2025/26 LC-2 Line B-130
SGA	2026/27 Student Growth Adjustment	2026/27 State Aid
SGACORR	2026/27 Student Growth Correction	2026/27 State Aid
FN	2026/27 Formula Needs	2026/27 State Aid

2026/27 Basic Allowable Growth Rate (BAGR) is 2.5%.

Access to Prior Year's Unused Budget Authority:

This amount is equal to the lesser of 2% of 2025/26 adjusted expenditures (2% of LC-2 Line B-140) or 2025/26 Total Unused Budget Authority (LC-2 Line B-175) *if the district has Unused Budget Authority available.*

Please Note: *To access this additional budget growth, the amount must be manually entered on Line A-355 of the 2026/27 LC-2.*

For further information on how this data was calculated, see the "Budget Text" document available here www.education.ne.gov/fos/budgeting-school-district. For questions, contact School Finance at (402) 540-0649 or (402) 450-1418.

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
2026/27 STATE AID CERTIFICATION

JOHNSON CO CENTRAL PUBLIC SCHS (49-0050-000)

FORMULA STUDENTS CALCULATION

(Fall Membership	ADM/FM Ratio	)	+	Contracted Out	=	Formula Students
(435	1.0023634609	)	+	0	=	436.03
KDG Adjustment	(0 students x .5)			times ADM Factor	=	0.00
Early Childhood (003)	(10 students x 521.5 hours / 1,032 hours x .6)				=	3.03
Early Childhood (003)	(7 students x 1,032.0 hours / 1,032 hours x .6)				=	4.20
<i>Total Formula Students</i>						443.26

FORMULA NEEDS CALCULATION

Basic Funding	7,225,020
Poverty Allowance	338,139
Limited English Proficiency Allowance	85,067
Focus School & Program Allowance	0
Summer School Allowance	2,201
Special Receipts Allowance	914,223
Transportation Allowance	334,657
Elementary Site Allowance	0
Distance Education & Telecommunications Allowance	17,382
Averaging Adjustment	0
New School Adjustment	0
Student Growth Adjustment	0
Community Achievement Plan Adjustment	0
Limited English Proficiency Allowance Correction	0
Student Growth Adjustment Correction	0
Poverty Allowance Correction	0
Non Qualified LEP Adjustment	0
Total Calculated Formula Needs	8,916,689
Formula Needs Stabilization	0
Total Formula Needs	8,916,689

FORMULA RESOURCES CALCULATION

Yield From Local Effort Rate	1,081,153,402 / 100 x 1.0000000000	10,811,534
Net Option Funding		0
Allocated Income Tax Funds		69,174
Other Actual Receipts		1,573,269
Community Achievement Plan Aid		0
Foundation Aid Included in Resources		398,934
Total Formula Resources		12,852,911

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0867 or (402) 471-4320.

Due to delayed federal poverty low-income data, prior-year data was used.

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
2026/27 STATE AID CERTIFICATION

JOHNSON CO CENTRAL PUBLIC SCHS (49-0050-000)

STATE AID CALCULATION

Equalization Aid	0
Net Option Funding	0
Allocated Income Tax Funds	69,174
Community Achievement Plan Aid	0
Foundation Aid Included in Resources	398,934
Foundation Aid Outside of Resources	265,956
Total State Aid Calculated	734,064
Prior Year (2025/26) State Aid Correction	(4,525)
Total State Aid	729,539
Carryover Adjustment from years prior to 2026/27	0

Some numbers may be rounded for presentation. For further information, see the "Tax Equity and Educational Opportunities Support Act" document available on the FOS/State Aid website. For questions, contact (402) 450-0867 or (402) 471-4320.

Due to delayed federal poverty low-income data, prior-year data was used.

**NEBRASKA DEPARTMENT
OF EDUCATION**

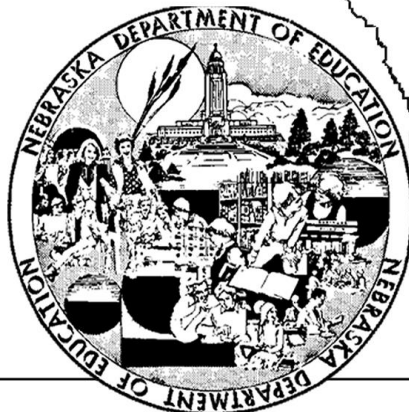
RULE 91

**REGULATIONS GOVERNING DRIVER QUALIFICATIONS AND
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION
VEHICLES**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 91**

**EFFECTIVE DATE
FEBRUARY 5, 2020
(REVISED)**

**State of Nebraska
Department of Education
301 Centennial Mall South
Lincoln, Nebraska 68509**



TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION
VEHICLES

NUMERICAL TABLE OF CONTENTS

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Definitions	79-318	002
Pupil Transportation Driver Qualification Criteria	79-607, 79-608	003
Operational Procedures	79-602, 79-608	004
Safe Pupil Transportation Vehicle Policy	79-318, 79-607	005

TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &
OPERATIONAL PROCEDURES FOR PUPIL TRANSPORTATION
VEHICLES

ALPHABETICAL TABLE OF CONTENTS

<u>SUBJECT</u>	<u>STATUTORY AUTHORITY</u>	<u>CODE SECTION</u>
Definitions	79-318	002
Pupil Transportation Driver Qualification Criteria	79-607, 79-608	003
General Information	79-318, 79-608	001
Operational Procedures	79-602, 79-608	004
Safe Pupil Transportation Vehicle Policy	79-318, 79-607	005

TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 91 - REGULATIONS GOVERNING DRIVER QUALIFICATIONS &
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VEHICLES

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001 General Information

001.01 Statutory Authority. This Chapter is adopted pursuant to Sections 79-318(12), and 79-607 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This Chapter governs the qualifications and requirements for drivers of pupil transportation vehicles in public and non-public schools, along with operational procedures for pupil transportation vehicles.

001.02A This regulation is not intended to include: (i) legally licensed operators of vehicles which operate under the jurisdiction of the United States Department of Transportation, State Patrol Motor Carrier Enforcement Division of Motor Carrier Services or Nebraska Public Service Commission when used for activity trips as described in subsection 002.02 of this Chapter; (ii) private motor vehicles used exclusively to carry members of the vehicle owner's household; (iii) small vehicles used for activity purposes only except as stated in subsection 003.01A; or (iv) the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board.

001.03 Related Regulations. An additional regulation promulgated by the Nebraska Department of Education is Chapter 92, *Regulations Governing the Minimum Equipment Standards & Safety Inspection Criteria for Pupil Transportation Vehicles*.

001.04 Penalty Provisions. Section 79-607 of the Revised Statutes of Nebraska (R.R.S.) provides that violations of traffic rules or regulations which relate to school bus transportation may result in a person being guilty of a Class V misdemeanor.

001.05 Effective date and Implementation Date. Regardless of the effective date of this Chapter, the implementation (operative) date will be either January 1, 2019 or the effective date of this Chapter, whichever is later. Prior to that date, the provisions of 92 NAC 91 effective September 26, 2012 shall remain in effect.

002 Definitions

002.01 Activity Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, which at any time would be used to carry school children and school personnel exclusively on a school activity trip from a given location to a second location without stopping to load or unload children or control traffic on public highways, provided that such transportation service is sponsored and approved by the local school governing board. This includes Multi-Function School Activity Bus as defined in 49 CFR 571.3 and does not preclude the use of a school bus as an activity bus.

002.02 Activity Trip means the transportation of children, pupils, and school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized or sponsored by the school district or the local school's governing board.

002.03 "Behind the Wheel" Training and Pre-Service Evaluation means an orientation prescribed by the Commissioner of Education and conducted by any driver holding a current school bus permit or who is qualified to drive a pupil transportation vehicle.

002.04 Motor Coach Bus means a vehicle not designed primarily for the transportation of school children to and from school and school related activities, but as a commercial motor vehicle as a part of the operation of a common or contract carrier, as those terms are defined in Section 75-302 R.R.S., with a Gross Vehicle Weight of greater than 33,000 lbs., with a semi-monocoque/monocoque unitized body construction and which has high back seats, under-the-floor storage, and is designed to seat at least 32 passengers. For purposes of this Section, monocoque means a design where the skin or shell of the vehicle acts as a single unit with the supporting frame and semi-monocoque means a design where the skin or shell of the vehicle acts, to some extent, as a single unit with the supporting frame. Such buses are also commonly known as "over-the-road coaches."

002.05 Level I Instructional Course means a minimum of an eleven (11) hour, instructional program for individuals who will be operating school buses and a minimum of three (3) hour instructional program for drivers of small vehicles on routes, prescribed by the Commissioner of Education, conducted by an instructor approved by the Commissioner. The course is valid for five (5) years.

002.06 Level I Waiver Examination means an examination approved by the Commissioner of Education that may be taken prior to attending the Level I Instructional Course for which a passing score on the waiver examination temporarily fulfills the Level I requirement for an individual to drive a pupil transportation vehicle for the first time. Sixty (60) days after being issued, the waiver expires.

002.07 Level II Instructional Course means a minimum of a three (3) hour instructional program, that is prescribed by the Commissioner of Education, conducted by an instructor approved by the Commissioner and is valid for five (5) years.

002.08 Level II Waiver Examination means an examination approved by the Commissioner of Education that may be taken prior to attending the Level II Instructional Course for which a passing score on the waiver examination temporarily fulfills the Level II requirement for an individual to drive a pupil transportation vehicle. The applicant must complete the entire Level II Instructional Course within sixty (60) days of passing the Level II Waiver Examination.

002.09 Students means school students, pupils and children and will be used interchangeably throughout this Chapter.

002.10 School Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding Nebraska Pupil Vehicle Minimum Standards (92 NAC 92); which at any time is used to carry school children and school personnel exclusively that is sponsored and approved by the local school governing board. School bus includes an Activity Bus (as defined in this Chapter) and a Multi-Function School Activity Bus (MFSAB) as defined in 49 CFR 571.3 except where otherwise provided in 92 NAC 92. Vehicles that only carry school children along with other passengers as a part of the operation of a common carrier under the jurisdiction of the United States Department of Transportation, Nebraska Public Services Commission, Nebraska State Patrol Carrier Enforcement, or the Nebraska Department of Motor Vehicles Division of Motor Carrier Services are not included with the definition of school bus.

002.11 Small Vehicle means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying ten (10) or fewer passengers, excluding the driver, meeting or exceeding Nebraska Department of Education minimum standards for small vehicles which at any time would be used to carry students exclusively that is sponsored and approved by the local school governing board. If the seating capacity of the vehicle has been reduced to meet the definition of a small vehicle, the manufacturer, distributor, or dealer shall recertify the vehicle if required by 49 CFR 567.7. The capacity of the vehicle shall be posted inside the vehicle in a conspicuous location. The preceding definition is not intended to include private motor vehicles used exclusively to carry members of the owner's household.

002.11A Vehicles that have an original manufacturer's vehicle type classification label under 49 CFR 567.4 of "bus" and that have an original manufacturer's designated seating capacity of 15 persons maximum (e.g. 15-passenger vans) shall not qualify as a small vehicle.

002.12 Pupil Transportation Vehicle means any vehicle utilized to carry school children as sponsored and approved by the local school governing board and conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed in this Chapter.

002.13 Pupil Transportation Vehicle Driver means a driver of any pupil transportation vehicle, utilized to transport school children.

002.14 Route means a designated course regularly traveled by a pupil transportation vehicle to pick up students from home or pickup points and take them to school or other locations related to a student's instructional program or to deliver students from school to their homes or designated drop-off points.

003 Pupil Transportation Driver Qualification Criteria

003.01 Pupil transportation vehicles used to transport one or more school children must be driven by individuals who have met the criteria as stated in this Chapter whenever such transportation service is sponsored and approved by a local school's governing board. Drivers employed by schools' independent contractors, and drivers independently contracted by a military base to transport children to school must also meet this criteria to be qualified to drive a pupil transportation vehicle.

003.01A Pupil transportation vehicle drivers of small vehicles on activity trips shall be provided instruction in emergency evacuation procedures, first aid, and other instruction applicable to the group of students being transported by their employer prior to such transportation activity.

003.01B Substitute pupil transportation vehicle drivers shall meet the same driver requirements and qualifications as a regular pupil transportation vehicle driver.

003.01B1 A pupil transportation vehicle driver shall not have the authority to assign a substitute without the prior approval of a school administrator or person designated by the local governing school board.

003.02 Requirements to be a Pupil Transportation Vehicle Driver

003.02A Drivers Eligibility. The following requirements shall be met at all times by individuals to be a pupil transportation vehicle driver:

003.02A1 The individual shall possess a valid Motor Vehicle operator's license required for the vehicle(s) that will be driven to transport students;

003.02A2 The individual shall be able to read and comprehend driving regulations and written test questions;

003.02A3 The individual shall be a minimum of 18 years of age; and

003.02A4 The individual shall be of good moral character.

003.02B Type of Vehicle Qualifications for Pupil Transportation Drivers. The following categories of pupil transportation vehicles that drivers can be qualified to drive are:

<u>Category</u>	<u>Vehicle</u>	<u>Capacity – Not Including the Driver</u>	<u>Minimum DMV License Required</u>
<u>A</u>	<u>Small Vehicle: Car or Van (Routes only)</u>	<u>1-10 passengers</u>	<u>Class O Operator's License</u>
<u>B</u>	<u>School Bus</u>	<u>Up to 14 passengers</u>	<u>Class O Operator's License</u>
<u>C</u>	<u>School Bus</u>	<u>15 or more passengers</u>	<u>Commercial Driver's License with Passenger and School Bus Endorsements</u>

003.02C Initial Training Requirements to Qualify as a Pupil Transportation Driver. When an individual has never held a school bus permit, or has never met the requirements to qualify to drive a pupil transportation vehicle, the following requirements shall be met for all pupil transportation drivers except drivers of small vehicles for activity trips only:

003.02C1 Complete "Behind the Wheel" training and pre-service evaluation that is administered by a driver with a valid school bus permit or a driver who is qualified to drive a pupil transportation vehicle and holds an equal or higher vehicle qualification. Upon completion of the evaluation, the administering driver will issue a completed Pre-Service Evaluation Form (see Appendix D) and School Transportation Maneuvers Road Test Examiner's Summary to the individual. The individual must hold a CLP Learner's Permit for commercial vehicles before attempting to complete this training and evaluation pursuant to Sections 60-4,141 through 60-4,143 R.R.S., which is required if operating a bus on a public roadway.

003.02C2 Successfully complete a Level I Instructional Course by receiving at least the minimum score on the Level I Instructional Course Exam.

003.02C3 Pass a prescribed physical examination administered by a medical examiner who has been who has been approved by the school district, governing body or employing agency. All physical examinations are to be conducted according to the Department of Transportation Federal Motor Carrier Safety Regulation Section 391.41 (49 CFR 391.41) and a record maintained as set forth in Department of Transportation Federal Motor Carriers Safety Regulation Section 391.43 (49 CFR 391.43). This physical examination is valid for up to two (2) years from the date of exam. The individual will provide the employer with a copy of the Medical Examiner's Certificate prior to operating any pupil transportation vehicle.

003.02D Requirements for an Individual to Maintain Status as a Qualified Pupil Transportation Driver. The individual shall:

003.02D1 Meet the requirements as described in subsection 003.02C3.

003.02D2 Within five (5) years of completing a Level I Instructional Course and each subsequent five (5) year period, the driver shall complete a Level II Instructional Course. This requirement may be waived for sixty (60) days if the applicant receives at least the minimum score on the Level II waiver examination.

003.02D2a If more than five (5) years have passed since an individual has successfully completed a Level I or Level II Instructional Course, the Level I Instructional Course shall be taken again.

003.03 Responsibilities of Employers of Pupil Transportation Drivers

003.03A Each employer shall have on file a valid Medical Examiner's Certificate for each driver it employs, except drivers of small vehicles for activity trips only. If the Medical Examiner's Certificate is valid for less than two (2) years, the employer shall require an updated valid Certificate prior to the expiration of the previous Certificate.

003.03B When the employer becomes aware that a driver's Medical Examiner's Certificate is no longer valid, the employer will remove the driver from duties as a pupil transportation driver until a valid Medical Examiner's Certificate has been provided.

003.03C The employer shall annually obtain from the Nebraska Department of Motor Vehicles the driving record for every pupil transportation vehicle driver, and apply the satisfactory driving criteria, as determined by the local school governing board policy, before a pupil transportation vehicle driver may drive a pupil transportation vehicle.

003.03D The employer shall obtain a criminal history record that includes information from the Nebraska State Patrol for all individuals that are to be employed as pupil transportation vehicle drivers and keep a copy of that record on file.

003.03D1 Each individual's criminal history record shall be updated during the calendar year that coincides with the expiration of the individual's motor vehicle operator's license.

003.03D2 The employer is not required to obtain a criminal history record for drivers who are also certificated Nebraska school administrators or teachers.

003.03E Employers shall annually provide a minimum of two (2) hours of in-service training for all pupil transportation vehicle drivers that, at a minimum, include emergency evacuations, loading/unloading, student management, vehicle inspections and the school's Safe Pupil Transportation Plan.

004 Operational Procedures

004.01 Pre-trip Vehicle Inspections. Designated pupil transportation personnel or designated personnel of the employer shall perform a pre-trip inspection prior to placing the vehicle in service and shall promptly report in writing to the school administrator or person designated by the local school governing board any defects or deficiencies discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown. The pre-trip inspection procedures require the conducting of both stationary and operating inspections. The inspection shall be conducted according to the procedures in Appendix C.

004.01A For purposes of this Section, a "trip" means the transportation from one predetermined destination to another with students on board. A new trip occurs whenever an hour or more expires before the next trip.

004.02 Post-Trip Check. Pupil transportation vehicle drivers shall conduct an interior walk-through inspection for students who may remain on a school bus, and a visual inspection for students that may remain in a small vehicle, at the end of each route or activity trip.

004.03 Safe Stops for Loading and Unloading Children. No school bus shall stop to load or unload pupils unless there is at least four hundred (400) feet of clear vision in each direction of travel (Section 60-6,175(3) R.R.S.).

004.03A When a school bus is (a) parked in a designated school bus loading area which is out of the flow of traffic and which is adjacent to a school site or (b) parked on a roadway which possesses more than one lane of traffic flowing in the same direction and which is adjacent to a school site, the bus driver shall engage only the hazard warning flasher lights when receiving or discharging pupils if a

school bus loading area warning sign is displayed. Such signs shall not be directly attached to any school bus but shall be free standing and placed at the rear of a parked school bus or line of parked school buses. No school district shall utilize a school bus loading area warning sign unless such sign complies with the requirements of Section 60-6,176 R.R.S..

004.03B The following procedure shall be followed by the pupil transportation vehicle driver when controlling traffic with a school bus during the process of loading and unloading:

004.03B1 Use rearview mirror system to check all traffic.

004.03B2 Reduce the school bus speed with minimal brake usage and without greatly interrupting the flow of traffic.

004.03C Activate the school bus flashing yellow warning signal lights:

004.03C1 Not less than 500 feet or more than 1,000 feet from the bus stop in any area outside the corporate limits of any city or village; or

004.03C2 At least 300 feet and not more than 600 feet from the bus stop within the corporate limits of any city or village.

004.03D During the stopping process, the pupil transportation vehicle shall allow sufficient area to the right of the bus so that children and other passengers may clear the bus safely.

004.03E After the school bus has stopped, the pupil transportation vehicle driver shall:

004.03E1 Place the transmission in "Park", and if there is no "Park" shift point, place the transmission in "Neutral" and set the parking brake at each stop;

004.03E2 Check to see if traffic is able to stop, activate the alternating flashing red signal lamps, and extend stop arm;

004.03E3 Check to see if road is clear in both directions and that all traffic is stopped. When the road is clear and all traffic has stopped, open door to load and unload children and other passengers;

004.03E4 Require that when the children and other passengers have left the bus, they walk to a distance of approximately twelve (12) feet in front of the bus before crossing the roadway;

004.03E5 When children and other passengers are safely across the road, or on their way home, the pupil transportation vehicle driver shall close the door, ensure all passengers are seated, retract stop arm, turn off alternately flashing warning lights, check the traffic and proceed. All passengers shall remain seated while the bus is in motion.

004.04 Railroad Crossing Procedure. The following sequence of actions apply to all drivers of school buses, activity buses, and Multi-Function School Activity Buses (MFSAB), either loaded or unloaded, during the process of approaching and crossing railroad tracks except at any such crossing where a police officer or a traffic control flagman (railroad employee) directs traffic to proceed:

004.04A Approach the tracks with caution and decelerate the vehicle;

004.04B Activate the hazard warning flasher lights at a distance of not less than 200 feet from the nearest railroad track;

004.04C Stop the bus within 50 feet, but not less than 15 feet from the nearest rail, place the transmission in "Park, and if there is no "Park" shift point, place in "Neutral" and press down on the service brake or set the parking brakes;

004.04D Command the cooperation of passengers in an effort to provide maximum quietness;

004.04E After quietness has been achieved, open the service door and driver's window, listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train;

004.04F If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift gears (vehicles with automatic transmissions should put the transmission in the drive gear);

004.04F1 When two (2) or more tracks are to be crossed, do not stop unnecessarily a second time unless the rear bumper of the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance from the track to the rear.

004.04G Railroad tracks shall not be crossed unless absolutely certain there would be at least 15 feet of clearance from the rear bumper of the school bus to the nearest rail should the bus need to stop after crossing the railroad tracks; and

004.04H Deactivate warning hazard lights after the bus completely crosses the railroad tracks.

004.05 Emergency Evacuation Drill Procedure. At least twice during each school year, each pupil who is transported in a school bus shall be instructed in safe riding practices and participate in emergency evacuation drills conducted by a pupil transportation vehicle driver who is qualified to operate a school bus. The emergency evacuation drill procedure will be conducted according Appendix B. The chief administrative officer or chairperson of the board of education representing a public school district or the chief administrative officer or chairperson of the governing authority representing any nonpublic school shall annually certify, a verification statement to the Department of Education that the evacuation drills required pursuant to this Section have been conducted. Such verification statement shall be sent to the Department of Education no later than June 30.

004.06 Accident Procedures and Prevention

004.06A The following procedures shall be observed by a pupil transportation vehicle driver in the case of an accident involving a pupil transportation vehicle:

004.06A1 Stop the vehicle immediately;

004.06A2 Remain at the scene of the accident and render reasonable assistance to any person injured in the accident;

004.06A3 Make certain all pupils are in a safe place away from traffic and that pupils are not permitted to leave the assigned area without permission;

004.06A4 Notify the law enforcement agency immediately and inform the school administrator and request medical assistance;

004.06A5 Obtain the names, license numbers, registration numbers, location, time, road and weather conditions that are accurately written down;

004.06A6 Set three flares or reflectors to warn traffic as follows:

004.06A6a On the traffic side of the vehicle, within ten (10) feet of the rear corner to mark the location of the vehicle.

004.06A6b On the shoulder of the road or in the lane the vehicle is stopped in, about 100 feet behind and ahead of the vehicle. (See Appendix A, Figure 1)

004.06A6c Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. (See Appendix A, Figure 2)

004.06A6d If the vehicle must stop on or by a one-way, or divided highway, place flares or reflectors 10 feet, 100 feet, and 200 feet toward the approaching traffic.

004.06A7 Provisions shall be made for transporting pupils to their homes or to school as determined by local school policy.

004.06A8 The driver of any pupil transportation vehicle, which is in any manner involved in an accident within the state, in which any person is killed or injured, or in which damage to an apparent extent in excess of \$1,000.00 is sustained to the property of any one person, including such driver shall within ten (10) days report the matter in writing on prescribed forms to the Nebraska Department of Motor Vehicles.

004.06B Procedures for Other Accidents. When a pupil transportation vehicle driver approaches a scene of an accident in which the pupil transportation vehicle is not involved and no other assistance is available, the vehicle driver shall stop, put on four (4)-way flashers to warn approaching traffic and determine the necessity of being of assistance, provide reasonable assistance and thereafter immediately continue on the route schedule.

004.07 Additional Pupil Transportation Vehicle Operating Regulations

004.07A Speed Limits. The maximum pupil transportation vehicle speed limit shall be as posted or as otherwise provided by applicable laws or ordinances; however, speed should be governed by reasonable individual judgment and existing operating conditions.

004.07B Convoy Distance. A pupil transportation vehicle shall not follow another vehicle within 475 feet when traveling outside the corporate limits of a town or city. The preceding is not intended to prevent a pupil transportation vehicle from passing another motor vehicle.

004.07C Tobacco Products. Smoking and/or the use of any tobacco product in a pupil transportation vehicle shall be prohibited at all times.

004.07D Backing. The driver of a school, activity, or coach bus owned and operated by a school shall not drive backwards on the school grounds unless the rear of the bus is observed and directed by a second responsible person. The driver of any pupil transportation vehicle shall not back such vehicle on any roadway unless such movement can be made with safety and without interfering with other traffic.

004.07E Towing. Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported.

004.07F Occupant Protection Systems. The pupil transportation vehicle driver shall be required to wear lap/shoulder belts whenever the vehicle is in motion. When occupant protection systems/lap belts are provided in the pupil transportation vehicle, passengers shall wear the occupant protection system. Children up to the age of eight (8) years of age shall use Federally-approved child passenger restraint systems as required by Section 60-6,267 R.R.S.

004.07G Hourly Driving Limitation. It shall be unlawful for any person operating a pupil transportation vehicle to be or remain on duty for a longer period than sixteen (16) consecutive hours. When any person operating a pupil transportation vehicle shall have been continuously on duty for sixteen (16) consecutive hours, he or she shall be relieved and not be permitted or required to again go on duty without having at least ten (10) consecutive hours off duty, and no such driver, who has been on duty sixteen (16) hours in the aggregate in any twenty-four (24) hour period, shall be required or permitted to continue or again go on duty without having had at least eight (8) consecutive hours off duty.

004.07G1 For purposes of this Section, "on duty" means time spent doing any of the following: driving, loading, unloading, or supervising or assisting in loading or unloading persons or property from or into vehicles, or repairing, inspecting or otherwise attending to a vehicle or its passengers.

004.07G2 When transportation of pupils is subject to the hourly driving limitation of the Federal Motor Carrier Safety Regulations (49 CFR Part 395), then such requirements shall govern.

004.07H Seating. Seating shall be provided that will permit each occupant to sit in a seat as intended by the manufacturer. Neither the manufacturer's rated seating capacity nor the manufacturer's gross vehicle weight (GVW) shall be exceeded at any time the pupil transportation vehicle is in motion. In addition, the aisle and exit and entry areas shall be clear and unobstructed while the pupil transportation vehicle is in motion. Routing and seating plans shall be coordinated so as to eliminate standees when a school vehicle is in motion. There shall be no auxiliary seating accommodations such as temporary or folding jump seats in pupil transportation vehicles. If permanent seats are removed or added to a pupil transportation vehicle, such installation shall be completed by the dealer or manufacturer.

004.07I Use of Strobe Light. The white flashing strobe light shall be used only in adverse weather conditions, when the pupil transportation vehicle is in distress or to enhance the visibility of the pupil transportation vehicle when barriers inhibit such visibility.

004.07J Use of Headlights. Pupil transportation vehicles shall operate with headlights on at all times.

004.07K Small Vehicles Used on Routes. When a small vehicle is used to transport students on a route, the driver shall pull off the road into a driveway, parking lot, or other appropriate safe location prior to loading and unloading students.

004.07L Use of Handheld Wireless Communication Device. Drivers shall not use a handheld wireless communication device to read written communication, type written communication, or send written communication while operating pupil transportation vehicles. If the use of a handheld wireless communication device, whether for written or verbal communication, is necessary, the driver shall pull the pupil transportation vehicle off the road before using this device. (This does not preclude the use of a two-way communication device required by 92 NAC 92-subsection 005.11.)

004.07M Leaving Pupil Transportation Vehicle with Passengers on Board. Unless a running engine is required to operate a power lift or ramp (see 92 NAC 92-007.07), drivers of pupil transportation vehicles shall not leave a pupil transportation vehicle when passengers are on board unless the vehicle is parked in a safe location, the engine is in the off position, the keys have been removed and in the possession of the driver.

005 Safe Pupil Transportation

005.01 Transportation of Unsafe Items. Pupil transportation vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or equipment which in any way would endanger the lives, health, or safety of the children, and other passengers and driver.

005.01A Look-a-like weapons associated with a school sponsored or approved activity may be transported with written permission of an administrator of the school district. If possible, these items should be secured and not visible or accessible to students while on the pupil transportation vehicle.

005.01B Any item or items that would break or could produce injury if tossed about the inside of pupil transportation vehicle when involved in an accident shall be secured.

005.02 Safe Pupil Transportation Plan. Each school district providing pupil transportation shall have a safe pupil transportation plan.

005.02A The Plan may be incorporated or addressed in a school's safety and security plan adopted pursuant to 92 NAC 10 or can be a separate plan. At minimum, the plan shall address:

005.02A1 Weapons.

005.02A2 Pupil behavior that is in violation of Student Conduct Standards established by Section 79-262(1) R.R.S or similar rules.

005.02A3 Terroristic threats.

005.02A4 Severe weather.

005.02A5 Hazardous materials and unattended items on or near pupil transportation vehicle.

005.02A6 Medical emergencies.

005.02A7 Driver/passenger procedures in the event of mechanical breakdowns of the vehicle.

005.02A8 Driver procedures in the event that the drop-off location is uncertain or appears unsafe to leave students.

005.02A9 Functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

005.02B Documentation under Safe Pupil Transportation Plan. Each school district providing pupil transportation shall develop a procedure that requires pupil transportation vehicle drivers to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan adopted under subsection 005.02, that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

005.03 Authorized Passengers. No one except school personnel, supervisory personnel, monitoring personnel and pupils assigned to a school bus for a particular route schedule or for an activity trip as defined in 92 NAC 91- subsection 002.02 may ride in such vehicles.

005.03A This Section shall not limit the types of passengers that may otherwise be transported in a school bus when used for other than to or from school purposes under Section 13-1208 R.R.S., Section 60-6,175(7) R.R.S., or as otherwise authorized.

APPENDIX A - PLACEMENT OF WARNING FLARES/REFLECTORS

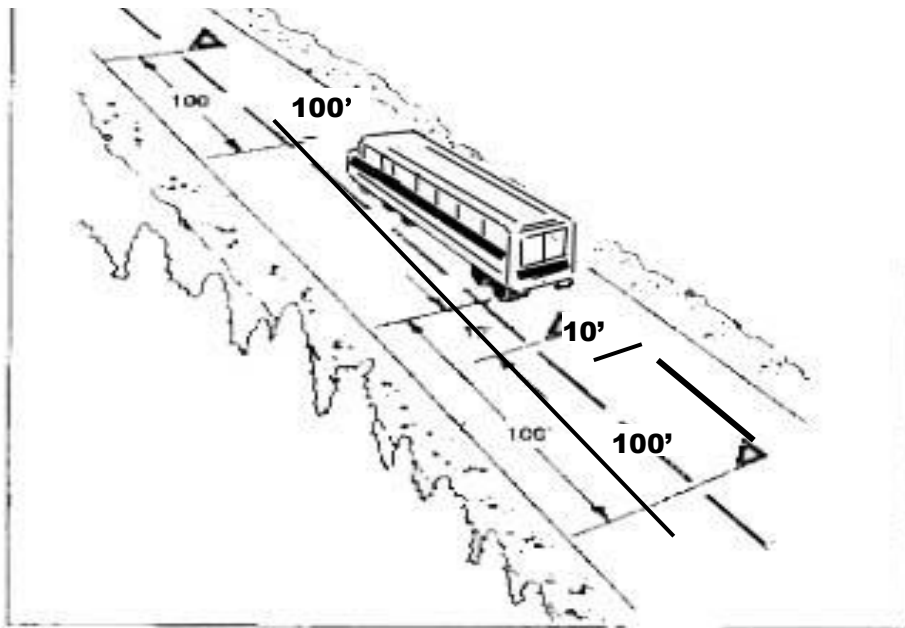


Figure 1

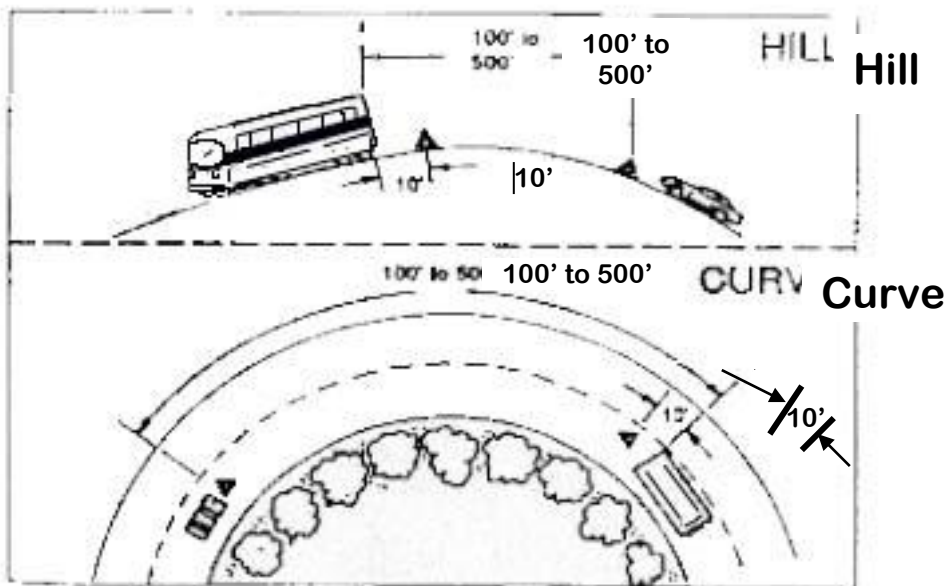


Figure 2

APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES

In a school bus accident or emergency situation, the school bus driver must use his/her best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the bus be evacuated. This procedure requires a definite plan followed by periodic practice in emergency evacuation drills.

The following procedures apply to school buses. Local policies must be developed to include instructing emergency equipment and evacuation procedures for students who ride small vehicles.

1. Reasons for Emergency Evacuation of School Buses

A. Fire or danger of fire – If any portion of a school bus is on fire, it shall be stopped and evacuated immediately. Passengers shall move to a point 100 feet or more upwind from the bus and remain there until the bus driver has determined that no danger remains. If a school bus is unable to move and is close to existing fire or highly combustible materials, the “danger of fire” shall be assumed and all passengers evacuated.

B. Unsafe Location – In the event that a school bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately if it is safer for passengers to remain on the bus or to evacuate.

C. Driver must evacuate a school bus if its final stopping position:

1. is in the path of any train, or on or closely adjacent to any railroad tracks;
2. could change and increase the danger. For example, if a bus were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated;
3. is such that there is danger of collision. Under normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

2. Important Factors in School Bus Evacuation

A. The safety of the pupils is of utmost importance and must be given first consideration. During an evacuation, pupils should be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the pupils upwind of the bus at least 300 feet.

B. Prior to evacuation, place the transmission in park (neutral), activate the hazard warning light, set the emergency brakes, turn the ignition off, and remove the ignition key.

C. The driver shall stay in the bus during evacuation to guarantee smoothness of evacuation procedures.

APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES

- D. Evacuations shall be conducted with “deliberate speed.” A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient.
- E. To insure a safe exit, passengers must have their hands free. They shall leave lunch boxes, books, and other personal belongings on the bus.
- F. Passengers selected and trained in advance shall be assigned to serve as:
 - 1. Leaders - will lead passengers to safety from each door utilized for evacuation. (Passengers shall be directed to a safe point at least 100 feet from the bus and remain there until given further directions.)
 - 2. Helpers - two pupils shall be stationed to aid passengers as they leave the bus through the rear emergency exit.

3. Common Types of School Bus Emergency Evacuation

- A. Evacuations utilizing the front or service door shall be conducted using the same techniques as a routine unloading. The driver will choose whether to evacuate the bus one side at a time or on a staggered seat basis.
- B. Evacuations utilizing only the rear exit door have some distinctive features.
 - 1. The bus driver shall walk back through the bus to the rear exit and direct the pre-assigned leader and helpers to take their positions.
 - 2. The leader will open the rear emergency door, exit, and stand clear, ready to lead exiting passengers to a safe location set by the driver.
 - 3. The helpers will exit and take their position, one on each side of the rear emergency exit to assist passengers in exiting the bus in a safe and orderly manner.
 - 4. Passengers shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
 - 5. The driver shall advise all passengers to have their hands free and coats buttoned. Each passenger shall be two steps away from the bus before the next person exits. Taller passengers would be reminded to duck their heads in order to exit safely.
- C. Evacuations utilizing roof hatches, side emergency doors, and side/rear emergency windows. Should the bus be on its side, utilize the roof hatches and side door. The side door is located on the left side, the street side, of the bus. Use caution exiting, as belongings will be tossed around and might be a hazard underfoot. Evacuation procedures are the same as if utilizing the 5 step rear door exit evacuation. Follow the instructions for opening the side/rear window emergency exits. Instructions are displayed on the door and below the window.

APPENDIX B - EMERGENCY EVACUATION DRILL PROCEDURES

- D. Evacuation of pupils with disabilities - Each bus route shall have its own written emergency evacuation plan.
- E. School Bus Pupil Representatives
 - 1. The school bus driver is responsible for the safety of pupils. However, in an emergency a driver might be incapacitated, unable to direct evacuation. Therefore, school bus representatives (school safety patrol members or appointed pupil) should be selected, trained and prepared to direct the evacuation.
 - 2. School bus representatives should be: a) mature pupil – maturity is more important than age; b) good citizens – a desire to serve is most important; c) on the bus for the entire route. Choosing pupils who live near the end of the route might be helpful. They must also have written parental permission in advance.
 - 3. Training programs shall prepare pupils, school bus representatives to: a) turn off ignition switches; b) set emergency brakes; c) summon help when and where needed (instructions and telephone numbers shall be available on buses); d) use windows for evacuation in emergencies; e) set flags and reflectors or reflective triangles; f) open and close service and emergency exit doors; g) direct school bus evacuations; h) perform other duties as directed by the driver.
- F. School Bus Evacuation Drills
 - 1. All pupils who are transported in a school bus shall be given an opportunity to participate in evacuation drills.
 - 2. All pupils shall be instructed in school bus passenger safety and procedures for emergency evacuation prior to participation in evacuation drills.
 - 3. Drills should be held in restricted off-street areas and not on bus routes.
 - 4. All types of emergency evacuations should be practiced with emphasis on utilizing the rear emergency exit.
 - 5. Section IV, subsection C-2 of Standard 17 of the Federal Highway Safety Act of 1966 and Section 79-609(2)(a) R.R.S. states: "At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills."

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

The school bus driver must perform a pre-trip inspection of the school bus and equipment before transporting pupils. This pre-trip inspection consists of the following:

- a. Bus exterior
- b. Bus interior
- c. Operating – Road Check

The driver of a small vehicle must perform pre-trip inspection before the vehicle is used for transporting pupils.

Before starting the engine, drivers should conduct an interior and exterior walk-around, visually checking behind doors, accessible panels, under seats, undercarriage, etc., for suspicious items. If a suspicious item is found, the driver should clear the immediate area and notify authorities, as determined by the local school officials.

CARE & INSPECTION

Exterior Inspection or the “pre-trip Walk-Around”

Before conducting the pre-trip walk-around, start the engine and allow the vehicle to warm-up. Do not leave the vehicle while it is warming up. Set the parking brake and put the transmission in neutral. Then get out and inspect the vehicle thoroughly – top to bottom and end to end. Walk completely around it, alert to faulty equipment. Carry supplies to clean the lights, mirrors, signs, and windows. When the vehicle lights and signs are not visible because of dirt, other motorists can come too close to the vehicle before reacting. If the headlights, mirrors, or windows are dirty, reaction time is reduced due to poor visibility.

Listed below is each piece of equipment to be inspected for proper working order and warnings, which point to potential problems.

[Pre-trip inspection for small vehicles consists of inspecting the items below which have been indicated by an asterick (*).]

- **Lights*** – Check all lights applicable to the vehicle: back-up lights, brake lights, directional signals, hazard flashers, headlights, lighted school bus sign, reflectors, running lights, stop arm lights, taillights, and warning lights. Any lights or reflectors exhibiting such problems as inconsistent flashing, cracks, or other damage, should be reported in writing and repaired.
- **Mirror*** – Mirrors should be aimed and tightly adjusted. Make certain you have a safe view.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Windows*** – All windows, especially the windshield and rear window, should be clear of dirt, ice, road film, and snow that can cause glare or impair visibility. Do not clear just a “peephole.” Inspect windows for cracks and report any problems to the administration.
- **Emergency Rear Door** – Check to see that it opens easily from the outside. The emergency door-warning buzzer should sound when the door is opened and the ignition key is on. This door must always be ready for emergencies, yet tightly sealed when closed to prevent possible entrance of carbon monoxide fumes.
- **Exhaust System*** – Carbon monoxide poisoning occurs the most frequently when a vehicle is standing still or is in an enclosed space with the engine running. Look for visible exhaust and listen for excessive noise and vibration. Check for leaks in the exhaust system and holes in the body of the vehicle. Leaks should immediately be reported and repaired. The exhaust system should also be checked for sagging tailpipes (exhaust pipes) and mufflers.
- **Fluid Leaks*** – Examine inner wheels and tires and the area under the vehicle for wetness. Leaks can be engine oil, coolant, fuel, rear axle fluid, or grease, as well as brakes, clutch, or transmission fluid. Leaks should immediately be reported and repaired.
- **Tires ***– Check the tires and see to if they are under inflated, flat, excessively worn or damaged. Don’t drive the vehicle unless the tires are in good shape. One flat rear tire can place a dangerous weight on the companion tire of a dual set.
- **Wheels*** – Look for loose or missing nuts, excessive corrosion, cracks or other damage. Don’t drive with a damaged wheel or with loose wheel nuts.
- **Under the Hood***– Before starting the engine for the daily walk-around, you should check the coolant and/or antifreeze and oil to make sure they are at the proper level. Also, look for cracked, loose, or worn drive belts, hoses, and hose clamps.

Interior Inspection

After the exterior inspection is complete, the vehicle should be checked thoroughly on the inside. All driver’s instruments and controls must be functioning properly. All of the following items should be checked before operating the vehicle

- **Lights*** – Check the panel light and the interior dome lights. They should be clean and work properly.
- **Mirrors*** – They should be adjusted, aimed and cleaned so your visibility is unobstructed.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Windows*** – These should be cleaned from the inside as well as the outside, for total visibility, especially the windshield and rear window. Check for cracks in the windows and report any problems to the administration.
- **Defroster, Fan and Heater*** – The vents should be unobstructed; i.e., do not cover them with coats, books, papers, etc., to insure that air moves through properly.
- **Driver's Seat and Seat Belts*** – These should be adjusted so that the driver's feet reach the pedals, the doors, mirrors, and windows are in comfortable viewing distance, and the steering wheel is easily grasped without stretching or reaching. Seat belts for all passengers (including the driver) shall be in working order.
- **Emergency Door and Buzzer** – The door should be tightly sealed from the inside, but ready for emergency use. The buzzer should sound when the door is opened.
- **Emergency Equipment*** – All emergency equipment should be easily accessible, yet out of the pupil's reach. Emergency equipment consists of the first aid kit, fire extinguisher, and reflectors. The fire extinguisher should be undamaged and properly stored. Replace cracked or broken hoses, keep nozzles unobstructed and make sure locking pins and sealing wires are in place. Periodically, shake the fire extinguisher to loosen the powder.
- **Horn*** – It should sound clearly without the horn or horn button sticking.
- **Stop Arm Control and Service Door Control** – Check to see that the controls coordinate with the actions of the stop arm and door. If there is a problem, it should be reported and repaired.

*The windshield wipers and washers, the steering wheel, and neutral safety switch should also be checked to make sure they are in proper working order.

The following equipment of the Interior Inspection should be checked with the engine running:

- **Air Pressure or Vacuum Gauge** – This gauge indicates the proper capacity of pressure to operate the brakes. Do not operate the vehicle until the pressure reaches the proper capacity. Loss of pressure indicates a leak in the system.
- **Voltmeter Gauge**– The voltmeter gauge indicates the voltage of the electrical charging system. This meter should show about 14 volts with the engine running. If it shows a higher or lower voltage, the vehicle should be checked.
- **Brake Pedal and Warning Light** – If the light comes on during a hard brake application, in a vehicle equipped with a dual brake system, it indicates that at least one of the brake systems is not working properly.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Fuel Gauge*** – It should indicate a safe margin of fuel for operating, never less than $\frac{1}{4}$ full.
- **Oil Pressure Gauge*** – The oil pressure gauge indicates the proper oil pressure. If it does not, the engine should be turned off. Learn what the proper oil pressure is for the vehicle.
- **Water Temperature Gauge*** – The water temperature gauge indicates the temperature of the coolant in the engine. It should read COOL or WARM. If it reads HOT, the engine should immediately be turned off and the problem reported.

Be sure to check the passenger compartment; inspecting seats and windows, making sure there are no potential missiles (such as lunch boxes, toys, or school books) laying on the seats or floor.

Operating - Road Check

The operating inspection is performed while the vehicle is being driven. A road check, both before and after loading the pupils, allows the driver to evaluate the working condition of that equipment which can only be inspected while the vehicle is in motion.

A driver should be constantly aware of the weight and motion of the passengers and how the vehicle is affected (as in pick-up characteristics, the tendency to drift, how the vehicle handles on curves, etc.) by always monitoring how the engine performs under load. The operating inspection consists of checking the following:

- **Brakes ***– Do not wait until the vehicle is on the road to test the brakes. They can be tested in the yard at the bus garage. Moving at a low speed, come to a complete stop. The vehicle should stop in a straight line without pulling to one side, skidding, or swerving. The brakes should not grab, lock, or make excessive noise such as squeaking or squealing. The brake pedal should not feel grabby, over sensitive, or spongy. When the brakes are not in use, watch for dragging which causes the vehicle to pull to one side.
- **Clutch** (if applicable) – When changing gears, the driver should control the speed of the engine so the shift can be completed easily and smoothly without jerking or slipping. Careless shifting wears out the clutch and reduces its service life. When the shift is completed, remove foot from the clutch-do not “ride” the clutch. When the pedal is released, the clutch should have some “free play.” Watch for dragging, grabbing, or lack of free play on the pedal. Listen for unusual sounds. If you smell an odor like burning rubber, the vehicle should immediately be stopped.

APPENDIX C –PRE-TRIP INSPECTION PROCEDURES

- **Emergency Parking Brake** – To test both air and mechanical brakes with a manual transmission, slowly engage the clutch while the parking brake is on. If the vehicle moves easily, the parking brake is not holding and should immediately be reported. With air brake systems, the parking brake will remain applied if there is partial or complete air loss in the service brakes. Release the parking brake when the vehicle is in motion. Driving with the parking brake on is a frequent cause of failure of the emergency brake.
- **Engine*** – Do not race the engine when it is cold. Increase the engine's speed slowly so that all the parts can be lubricated. Do not exceed the maximum rpm. Listen for unusual sounds such as backfire, light tapping, occasional misfire, piston slap, rapid hammering, or whistling. Be alert to slow engine warm-up, lack or normal response, vibrations of the chassis, or failure of warm engine to start.
- **Steering***– The steering should be easy to handle, precise, responsive, and steady in turns and over rough roads. Power steering should be exceptionally quiet. The steering should not have excessive "play," jerking, "kickback" or rattles.
- **Suspension*** – Improper suspension can cause "bottoming," excessive bounce, swaying and weaving on curves or rough roads, or one end of the vehicle to sag. Check for broken springs or faulty shock absorbers.
- **Transmission*** – With the transmission in a moving gear, the vehicle should move smoothly in response to depressing the accelerator. An automatic or manual transmission should slip into gear and have easy and smooth gear changes throughout the shifting range. Do not exceed the manufacturer's recommended speed for each specific gear (rpm). Exceeding speed recommendations could damage the transmission or reduce its service life. Any metallic or unusual sounds or shifting difficulty should be reported immediately.

Continue to check all equipment throughout the day being alert to warning signs which will indicate potential problems. Be aware that the condition of the vehicle changes during the day.

At the end of the operating period check the passenger compartment for remaining passengers, lost articles such as books, lunch boxes, clothing, or toys. Inspect the seats for damaged upholstery and the window for cracks or breaks. Clean the vehicle, sweeping the floor, washing the seats, windows, and exterior.

APPENDIX C - PRE-TRIP VEHICLE INSPECTION PROCEDURES

This document is provided as an example of a Pre-Trip Inspection Form and can be adapted to suit the district's individual needs. Completed forms must be kept for your school records. Do not submit this form to the Nebraska Department of Education.

Pre-Trip Vehicle Inspection Form		Sign your initials at the top of each day to confirm the inspections have been completed						
Vehicle No.		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
Visual Check of Vehicle Interior and Exterior for Suspicious Items.								
Under the Hood	1. Water Level							
	2. Oil Level							
	3. Belts & Hoses							
	4. Fluid Leaks							
Inside Vehicle	5. Floor Clean							
	6. Seats & Windows							
	7. Emergency Equipment							
Start Engine	8. Oil Pressure							
	9. Air/Vacuum Pressure							
	10. Fuel Level							
	11. Heaters & Defrosters							
	12. Wipers & Washer							
	13. Service Door							
	14. Low & High Beam Indicator							
	15. Left Signal Indicator							
	16. Amber Warning Lights							
	17. Emergency Exit & Buzzer							
Outside Vehicle	18. Rear Clear Lights							
	19. Amber Warning Lights							
	20. Left Turn Signal, Rear							
	21. Brake & Taillights							
	22. I.D. Lights							
	23. Exhaust System							
	24. Tires & Wheels, Rear							
Move to Front	25. Headlights, High Beam							
	26. Clear Lights							
	27. Amber Warning Lights							
	28. Left Turn Signal, Front							
	29. Front Tires & Wheels							
	30. Crossover Mirror							
	31. Both Rear View Mirrors							
Re-Enter Vehicle	32. Low Beam Indicator							
	33. Right Signal Indicator							
	34. Red Warning Lights							
Outside Vehicle	35. Right Turn Signal, Front							
	36. Red Warning Lights							
Move to Front	37. Right Turn, Signal							
	38. Red Warning Lights							
Re-Enter Vehicle	39. Service Brakes							
	40. Parking Brake							

Odometer		Mon.	Tues.	Wed.	Thurs.	Fri.	<u>Date:</u>							
Regular Route	Before	Am					Activity Trips	Before	Am					
	After	Pm						After	Pm					

Signature: _____

APPENDIX D Pre-Service Evaluation Form

**PRE-SERVICE EVALUATION FORM
“Behind the Wheel” Evaluation**

The “Behind the Wheel” training and pre-service evaluation is a required part of the Level I Pupil Transportation Driver Training Program. The driver candidate must be evaluated by a driver who is qualified to drive a pupil transportation vehicle. It can be conducted at the local school district. (Title 92, NAC, Chapter 91, 003.02C1).

This evaluation will provide the Level I Instructor and/or employer with valuable information as to the candidates’ skill deficiencies that may need to be addressed.

The attached evaluation form lists the individual criteria that must be successfully completed by each driver candidate. Three columns are provided for checking each criteria in the event that more than one attempt is necessary for successful performance.

Verification of the completion of the Level 1 Instructional Course can only be issued upon providing documentation of the successful completion of this pre-service evaluation.

Level I Instructor: _____

Level Class Location: _____

Level Class Ending Date: _____

**SCHOOL TRANSPORTATION MANEUVERS/ROAD TEST
EXAMINER’S SUMMARY**

School/Contractor Providing
Transportation: _____

Examiner’s Name (print) _____

Driver’s name: _____ Driver’s License # _____

Capacity of Vehicle in Test Drive: _____

Circle type of vehicle driven: (BUS) (SMALL VEHICLE)

As driving examiner, I have observed this driver to be competent in the skills required to drive a student / passenger vehicle as a requirement of the Level 1 Instructional Course.

EXAMINER’S SIGNATURE: _____ Date of Observation: _____

Upload the completed Examiner’s Summary to the Nebraska Safety Center database

APPENDIX D Pre-Service Evaluation Form

When complete, this Pre-Service Checklist is to be kept by the driving examiner or the employer of the driver.

This first page of the form should be submitted to the Level Instructor or NE Safety Center as a completion record and a requirement of Level 1 Certification.

INSTRUCTIONS:

Evaluate the performance of the driver for each item within all categories to be tested. Using the following codes, indicate the driver's performance in the appropriate column:

P = PASS
N/I = NEEDS IMPROVEMENT
F = FAIL

Evaluate the items as many times as are indicated whenever possible. The PASS, NEEDS IMPROVEMENT or FAILS spaces should be left blank only if the task described does not occur during the road test.

NOTE: A = Ahead; B = Behind; R = Right; L = Left

<u>INITIAL START</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Pre-trip inspection						
Positions or checks seat and mirrors, fastens lap belt						
Checks gear position, puts in neutral or park						
Disengages clutch						
Starts engine – pushes button or turns key, releases button, uses clutch						
Warms up engine without racing						
Checks instruments						
Observes conditions – traffic						
Releases holding brake						
Signals intent to pull out						
Waits if necessary						
Engages starting gear						
Drives about 50' – stops to check brakes						
Accelerates smoothly into traffic lane						
Moves to proper following distance						

APPENDIX D Pre-Service Evaluation Form

<u>BACKING / STRAIGHT</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops bus in correct position to back						
Using mirrors, checks that way is clear to back						
Puts transmission in reverse						
Using mirrors, back slowly and smoothly in a straight line						
Stops at desired point without hitting markers						

<u>LEFT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Observes conditions – A, B, traffic and pedestrians						
Activates left signal, moves to left turn lane at safe distance from turn						
Re-activates left turn signal at not less than 100' from turn						
Reduces speed to safe level						
Observes conditions – A, B, L-R-L, traffic pedestrians; stops if necessary						
Obeys traffic signs/signals/officers						
Turns when there is clearance in lane he/she will enter						
Turns smoothly, at safe speed, into correct lane of side street clearing center line and other obstacles						
Deactivates left turn signal						
Observes conditions – A, B, traffic						
Activates right turn signal						
Moves to furthest right traffic lane						
Deactivates right turn signal						
Maintains proper following distance						

APPENDIX D Pre-Service Evaluation Form

<u>RIGHT TURN</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Observes conditions – A, B, traffic and pedestrians						
Activates right turn signal at not less and 100' before turn						
Reduces speed to safe level						
Observes conditions- A, B, L-R-L, traffic pedestrians; stops if necessary						
Obeys traffic signs, signals and officers						
Turns when there is clearance in lane he/she will enter						
Turns smoothly, at safe speed, as far to left of side street as necessary to clear obstacles						
Returns to right traffic lane immediately						
Deactivates right turn signal						
Maintains proper following distance						

APPENDIX D Pre-Service Evaluation Form

<u>RAILROAD CROSSING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Stops the bus approximately 15 feet from the crossing • <i>Place transmission in "Park" – or if there is no "Park" shift point, place in "Neutral" & press down on the service brake or set the parking brake.</i>						
Turns off noisy motors and fans						
Opens bus door • <i>Open the service door and driver's window while the transmission is in "Park" or "Neutral."</i>						
Looks L-R-L, listens for at least 5 seconds • <i>Listen & look both directions along the track for any approaching trains.</i>						
Closes bus door • <i>If no train is approaching, place in a gear low enough to permit crossing the tracks without having to shift gears if driving a vehicle with manual transmission. Vehicles with automatic transmissions should be in "Drive".</i>						
Observes conditions – A, B, L-R-L, for clearance on other side of tracks, train and traffic						
When safe, proceed across tracks without stopping						
Double track, train passing on near side; driver waits for 15 seconds before crossing tracks						
Deactivate hazard warning flasher lights after crossing last rail. • <i>The entrance door must be closed by the time the bus is clear of the final track.</i>						

<u>CURVES</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Maintains proper following distance						
Observes conditions – A, B, traffic roadway						
Decelerates before curve, down shifts if necessary						
Maintains safe speed through curve, accelerating slightly						
Maintains correct position in lane						

APPENDIX D Pre-Service Evaluation Form

<u>INTERSECTIONS/STRAIGHTAWAY</u>	<u>TIME 1</u>		<u>TIME 2</u>		<u>TIME 3</u>	
	<u>P</u>	<u>N/I</u>	<u>P</u>	<u>N/I</u>	<u>P</u>	<u>F</u>
Approaches intersection at safe speed						
Maintains proper following distance						
Observes conditions – A, B, L-R-L, traffic and pedestrians						
Yields right-of-way to pedestrians						
Obeys traffic signs, signals, officers						
Stops completely at rural and blind intersections						
Before starting from stop, observes conditions – A, B, L-R-L						
Crosses intersections at safe speed, staying in lane						
Does not cross until there is clearance on other side of the intersection						

<u>HILLS</u>	<u>TIME 1</u>		<u>TIME 2</u>		<u>TIME 3</u>	
	<u>P</u>	<u>N/I</u>	<u>P</u>	<u>N/I</u>	<u>P</u>	<u>N/I</u>
Stopping and Starting						
Maintains proper following distance						
Applies brakes as needed						
Observes conditions – A, B, traffic						
Comes to full stop at safe distance from vehicle or intersection ahead						
Shifts to N, holding bus with foot on brake only						
Observes conditions; A, B, L-R-L						
Shifts to low gear						
Releases clutch to engage engine and accelerates						
Releases foot brake and slowly accelerates						
Maintains proper following distance						
Shifting, Accelerating, Decelerating						
Checks brakes before beginning ascent or descent						
Shifts to a low gear						
Maintains safe speed						
Uses brakes as needed						
Does not shift while on hill						

APPENDIX D Pre-Service Evaluation Form

<u>LOADING AND UNLOADING</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Activates amber warning lights not less than 500' or more than 1,000' in a rural area						
Stops vehicle in the lane nearest the right <i>side</i> of the roadway at bus stop						
Deactivates amber flashing warning lamps						
Activates red flashing warning lamps; extends stop arm; places transmission in neutral; keeps foot on brake during loading and unloading procedure						
Deactivates warning lamps on leaving bus stop; retracts stop arm						
Loads or unloads pupils with at least 400' of clear vision in each direction						

<u>SECURING THE BUS</u>	TIME 1		TIME 2		TIME 3	
	P	N/I	P	N/I	P	F
Set parking brake						
Shift to a low gear						
Check instruments						
Turn off all accessories						
Turn off all ignition and remove key						
Does post-trip inspection						
Upon leaving bus, secure door						

Comments:

**NEBRASKA DEPARTMENT
OF EDUCATION**

RULE 92

**REGULATIONS GOVERNING THE MINIMUM EQUIPMENT STANDARDS
AND SAFETY INSPECTION CRITERIA FOR PUPIL TRANSPORTATION
VEHICLES**

**TITLE 92, NEBRASKA ADMINISTRATIVE CODE,
CHAPTER 92**

**EFFECTIVE DATE
JULY 1, 2019**

**State of Nebraska
Department of Education
301 Centennial Mall South
Lincoln, Nebraska 68509**



TITLE 92 - NEBRASKA DEPARTMENT OF EDUCATION
CHAPTER 92 - REGULATIONS GOVERNING THE MINIMUM EQUIPMENT
STANDARDS AND SAFETY INSPECTION CRITERIA FOR PUPIL
TRANSPORTATION VEHICLES

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001 General Information

001.01 Statutory Authority. This Chapter is adopted pursuant to Sections 79-318(12) and 79-602 of the Revised Statutes of Nebraska (R.R.S.).

001.02 Scope and Application. This Chapter presents:

001.02A The minimum equipment standards required on all vehicles utilized to transport public and nonpublic school students. The following regulations, when addressing subject matter regulated by the Federal Motor Vehicle Safety Standards, (FMVSS), 49 Code of Federal Regulations (CFR) 571.101 et seq., are identical to or additional requirements beyond what is addressed in the FMVSS. Should conflicts be found or arise between the following regulations and the FMVSS, as to the same aspect of performance of a motor vehicle or motor vehicle equipment, the FMVSS or any other applicable provision of federal law or regulation shall supersede these regulations; and

001.02B The safety inspection criteria required for all vehicles utilized to transport public and non-public school students.

001.03 Related Regulation. An additional regulation promulgated by the Nebraska Department of Education dealing with pupil transportation is Rule 91, Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles.

001.04 Penalty Provisions. Sections 79-603 and 79-607 of the Revised Statutes of Nebraska (R.R.S.) provide for Misdemeanor criminal penalties for violation of statutory requirements for inspections of pupil transportation vehicles, safety features, or traffic rules or regulations which relate to school bus transportation.

001.05 Effective date and Implementation Date. Regardless of the effective date of this Chapter, the implementation (operative) date will be 180 days after its effective date. Prior to that date, the provisions of 92 NAC 92 effective July 7, 2015 shall remain in effect. School buses and activity buses manufactured on or after this Chapter's implementation date shall meet or exceed the equipment standards in Section 005. See also "Vehicle Purchase and Use" at subsection 003.01. Regulations concerning small vehicle equipment (Section 006), additional required equipment for vehicles used with mobile seating devices (Section 007), and vehicle inspection criteria (Sections 008–011) apply as of the implementation date regardless of the date of manufacture of such vehicles.

002 Definitions.

002.01 Activity Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding this Chapter (except as provided in to subsection 003.02 of this Chapter) which at any time would be used to carry school children and school personnel exclusively on a school activity trip from a given location to a second location without stopping to load or unload children or control traffic on public highways, provided that such transportation service is sponsored and approved by the local school governing board. This includes Multi-Function School Activity Bus as defined in 49 CFR 571.3 and does not preclude the use of a school bus as an activity bus.

002.02 Activity Trip means the transportation of children, pupils and school personnel to and from a given location to a second or subsequent location or locations without stopping to load or unload the passengers on the public highways for the purpose of transporting the passengers to any activity or event sanctioned, authorized or sponsored by the school district or the local school's governing board.

002.03 Motor Coach Bus means a vehicle not designed primarily for the transportation of school children to and from school and school related activities, but as a commercial motor vehicle as a part of the operation of a common or contract carrier, as those terms are defined in Section 75-302 R.R.S., with a Gross Vehicle Weight of greater than 33,000 lbs., with a semi-monocoque/monocoque unitized body construction and which has high back seats, under-the-floor storage, and is designed to seat at least 32 passengers. For purposes of this Section, monocoque means a design where the skin or shell of the vehicle acts as a single unit with the supporting frame and semi-monocoque means a design where the skin or shell of the vehicle acts, to some extent, as a single unit with the supporting frame. Such buses are also commonly known as "over-the-road coaches."

002.04 Federal Motor Vehicles Safety Standards (FMVSS) means the construction standards developed and enforced by the National Highway Traffic Safety Administration (NHTSA) that apply to all new motor vehicles and items of motor vehicle safety equipment and must conform with 49 CFR Part 571.

002.05 Route means a designated course regularly traveled by a pupil transportation vehicle to pick up students from home or pickup points and take them to school or other locations related to a student's instructional program or to deliver students from school to their homes or designated drop-off points.

002.06 School Bus means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying eleven (11) or more passengers, excluding the driver, meeting or exceeding the requirements of this Chapter which at any time is used to carry school children and school personnel exclusively that is sponsored and approved by the local school governing board. School bus includes an Activity Bus (as defined in this Chapter) and Multi-Function School Activity Bus (MFSAB) as defined in 49 CFR 571.3 except where otherwise provided in this Chapter (see subsection 003.02). Vehicles that only carry school

children along with other passengers as a part of the operation of a common carrier under the jurisdiction of United States Department of Transportation, Nebraska Public Service Commission, Nebraska State Patrol Carrier Enforcement, or the Nebraska Department of Motor Vehicles Division of Motor Carrier Services are not included within the definition of school bus.

002.06A Type A School/Activity Bus is a conversion or body constructed upon a van-type compact truck or a front-section vehicle with a left side driver's door and designed for carrying more than ten (10) persons. This definition includes Type A-1, with a Gross Vehicle Weight Rating (GVWR) of 14,500 pounds or less and Type A-2, with a GVWR of greater than 14,500 pounds and less than or equal to 21,500 pounds.

002.06B Type B School/Activity Bus is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis. This definition includes Type B-1, with a GVWR of less than 10,000 pounds and Type B-2 with a GVWR of more than 10,000 pounds. This vehicle is designed for carrying more than ten (10) persons. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The entrance door is behind the front wheels.

002.06C Type C School/Activity Bus is a body installed upon a flat back cowl chassis with a GVWR of more than 21,500 pounds, and designed for carrying more than ten (10) persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

002.06D Type D School/Activity Bus is a body installed upon a chassis with the engine mounted in the front, midship, or rear, with a gross vehicle weight rating of more than 10,000 pounds, and designed for carrying more than ten (10) persons. The engine may be behind the windshield and beside the driver's seat, it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

002.07 Small Vehicle means a motor vehicle with motive power, except a trailer, designed or modified by the manufacturer, distributor or dealer for carrying ten (10) or fewer passengers, excluding the driver, meeting or exceeding Nebraska Department of Education minimum standards for small vehicles which at any time would be used to carry students exclusively that is sponsored and approved by the local school governing board. If the seating capacity of the vehicle has been reduced to meet the definition of a small vehicle, the manufacturer, distributor, or dealer shall recertify the vehicle if required by 49 CFR 567.7. The capacity of the vehicle shall be posted inside the vehicle in a conspicuous location. The preceding definition is not intended to include private motor vehicles used exclusively to carry members of the owner's household.

002.07A Vehicles that have an original manufacturer's vehicle type classification label under 49 CFR 567.4 of "bus" and that have an original manufacturer's designated seating capacity of 15 persons maximum (e.g. 15-passenger vans) shall not qualify as a small vehicle.

002.08 Pupil Transportation Vehicle means any vehicle utilized to carry school children as sponsored and approved by the local school governing board and conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed in this Chapter.

003 Responsibility of the Schools.

003.01 Vehicle Purchase and Use. Schools shall use only school buses, activity buses and equipment which comply with the minimum equipment standards in effect on the date the vehicles were manufactured. Vehicles with manufacturer's rated seating capacity of eleven or more passengers manufactured prior to April 1, 1977, shall not qualify as a pupil transportation vehicle and shall not be used for pupil transportation unless a "coach bus" used as provided in subsection 003.04.

003.01A Schools may purchase and use vehicles that have certain chassis or body equipment that comply with the standards applicable to the vehicle on the date of the vehicle's manufacture, while having other certain chassis or body equipment that instead comply with the standards concerning such equipment in effect on a later, but only if the school files a written assurance statement with NDE that: (i) describes which chassis or body equipment on the vehicle complies with the standards in effect on the later date but not on the date of manufacture; and (ii) after inquiring of its board appointed mechanic or other individual it deems qualified, the school is satisfied that no safety hazards or dangerous conditions are created by having a combination of such equipment.

003.02 Activity Buses. Activity Buses, when used exclusively for an activity trip or trips, are exempt from the following requirements of this Chapter:

003.02A Subsection 005.10(color)

003.02B Subsection 005.32C (alternating flashing signal lamps)

003.02C Subsection 005.49 (stop signal arm)

003.03 Use of a School Bus for Purposes Other Than Transporting Students. If a school bus is used for purposes other than transporting students, it must be in compliance with Section 60-6,175(7) R.R.S.

003.04 Use of Coach Buses By Schools. Schools may charter or contract for the use of coach buses or other vehicles, as described in Section 79-602 R.R.S., if such vehicles have been inspected or are subject to inspection under the rules and regulations of the Public Service Commission, Carrier Enforcement Division of the State Patrol, or the Division of Motor Carrier Services pursuant to Sections 75-363 through 75-369.07 R.R.S. Schools may own and operate coach buses for use on student activity trips if: (1) such vehicles are exempt from the inspection under Section 79-602 R.R.S., or (2) if such vehicles are not exempt from inspection under Section 79-602 R.R.S., if the school board or governing authority has such a vehicle inspected before school opens in the Fall and each eighty (80) days during that part of the year when school is in session by a motor vehicle mechanic it has appointed. The mechanic

shall thoroughly inspect every vehicle as to brakes, lights, windshield wipers, window glass, tires, doors, heaters, defrosting equipment, steering gear, and exhaust system for compliance with the criteria prescribed for these items in Appendix H and Section 010 of this Chapter. Within five (5) days after such inspection, the mechanic shall make a report of his or her inspection in writing on forms provided by the Department of Education to the local school board or governing authority, and the Board or governing authority shall cause any deficiencies to be corrected.

003.04A Federal motor vehicle safety laws and regulations (49 U.S.C. Secs. 30112 and 30125, 49 CFR Part 571), require that a person may not sell a “new”, (“first purchase”), vehicle designed to carry more than ten (10) passengers that is likely to be used significantly to transport preprimary, primary, and secondary school students to or from school or an event related to school if the vehicle does not conform to the Federal Motor Vehicle Safety Standards for “school buses” in 49 CFR Part 571.

003.05 Compliance with Minimum Allowable Safety Criteria. As provided in Section 79-602 R.R.S., the school’s appointed mechanics shall inspect and assure that pupil transportation vehicles meet the minimum allowable safety criteria. Any item not meeting such criteria shall be brought into compliance prior to the vehicle being used to transport students.

004 Chassis and Body Delivery Requirements.

004.01 The body and chassis manufacturer shall provide the following materials and information for direct delivery to the customer:

004.01A Line set tickets for each individual unit.

004.01B A copy of the pre-delivery service performed and verified by a checkout form for each individual unit.

004.01C Warranty book and statement of warranty for each individual unit.

005 School Bus and Activity Bus Body and Chassis Minimum Equipment Standards.

005.01 Air Cleaner. A dry element type air cleaner shall be provided.

005.01A All diesel engine air filters shall include a latch-type restriction indicator that retains the maximum restriction developed during operation of the engine. The indicator should include a reset control so the indicator can be returned to zero when desired.

005.02 Aisle.

005.02A All emergency exit doors shall be accessible by a 12-inch minimum aisle. Minimum clearance of aisle or passageway between seat rows leading to side emergency doors shall be a minimum of 12 inches at seat level.

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005.02B Aisle shall be unobstructed at all times by any type of barrier, seat, wheelchair or tie down, unless a flip seat is installed and occupied.

005.02C The track of a track seating system is exempt from the requirements of subsections 005.02A and 005.02B above.

005.03 Axles. The front and rear axle and suspension systems shall have a gross axle weight rating (GAWR) at ground commensurate with the respective front and rear weight loads of the bus loaded to the rated passenger capacity.

005.04 Back-up Warning Alarm. An automatic audible alarm shall be installed behind the rear axle and shall comply with the published Backup Alarm Standards -Society of Automotive Engineers (SAE J994B), providing a minimum of 112 dBA or shall have a variable volume feature that allows the alarm to vary from 87 dBA to 112 dBA sound level, staying at least 5 dBA above the ambient noise level.

005.05 Body Sizes.

005.05A The overall width of the school bus shall not exceed 102 inches, excluding accessories.

005.05B Bodies for conventional body-on-chassis type buses shall conform to all applicable provisions of the Federal Motor Vehicle Safety Standards (FMVSS).

005.05C The overall length of the school bus (body and chassis) shall not exceed 45 feet, excluding accessories.

005.05D The minimum inside body height shall be 72 inches measured at any point on longitudinal center line from front vertical bow to rear vertical bow. (Type A-1 buses shall be 62 inches or more.)

005.06 Brakes.

005.06A School bus chassis with a manufacturer's rated capacity of 72 passengers or greater shall be equipped with full compressed air brakes.

005.06B Brakes - General.

005.06B1 The chassis brake system shall conform to the provisions of FMVSS No. 105, *Hydraulic and Electric Brake Systems*, No. 106, *Brake Hoses*, and No.121, *Air Brake Systems*, as applicable. All buses shall have either a parking pawl in the transmission or a park brake interlock that requires the service brake to be applied to allow release of the parking brake.

005.06B2 The anti-lock brake system (ABS), provided in accordance with FMVSS No. 105, *Hydraulic and Electric Brake Systems* or No. 121 *Air Brake Systems*, shall provide wheel speed sensors for each front wheel and for each wheel on at least one (1) rear axle. The system shall provide anti-lock braking performance for each wheel equipped with sensors. (Four Channel System).

005.06B3 All brake systems shall be designed to permit visual inspection of brake lining wear without removal of any chassis component(s).

005.06B4 The brake lines, booster-assist lines, and control cables shall be protected from excessive heat, vibration and corrosion and installed in a manner which prevents chafing.

005.06B5 The parking brake system for either air or hydraulic service brake systems may be of a power assisted design. The power parking brake actuator shall be a device located on the instrument panel within seated reach of the 5th percentile female driver. As an option, the parking brake may be set by placing the automatic transmission shift control mechanism in the "park" position.

005.06B6 The power-operated parking brake system may be interlocked to the engine key switch. Once the parking brake has been set the ignition switch turned to the "off" position, the parking brake cannot be released until the key switch is turned back to the "on" position.

005.06C Hydraulic Brakes.

005.06C1 Buses using a hydraulic-assist brake shall meet the requirements of FMVSS 105.

005.06D Air Brakes.

005.06D1 The air pressure supply system shall include a desiccant-type air dryer installed according to the manufacturers' recommendations. The air pressure storage tank system may incorporate an automatic drain valve.

005.06D2 The chassis manufacturer shall provide an accessory outlet for air-operated systems installed by the body manufacturer. This outlet shall include a pressure protection valve.

005.06D3 For air brake systems, an air pressure gauge shall be provided in the instrument panel capable of complying with Commercial Driver's License (CDL) pre-trip inspection requirements.

005.06D4 Air brake-equipped buses shall be equipped with a service brake interlock. The parking brake cannot be released until the brake pedal is depressed.

005.06D5 Air brake systems shall include a system for anti-compounding of the service brakes and parking brakes.

005.06D6 Air brakes shall have both a visible and audible warning device whenever the air pressure falls below the level where warnings are required under FMVSS No. 121, *Air Brake Systems*.

005.07 Bumpers, Front.

005.07A All school buses shall be equipped with a front bumper.

005.07B In all buses except Type A-1 buses, the front bumper shall be equivalent in strength and durability to pressed steel channel, at least 3/16 inch thickness and not less than 8 inch wide (high). It shall extend beyond forward-most part of the body, grille, hood, and fenders and shall extend to outer edges of the fenders at the bumper's top line.

Type A-1 buses having a GVWR of 14,500 pounds or less may be equipped with an Original Equipment Manufacturer (OEM) supplied bumper. The front bumper shall be of sufficient strength to permit being pushed by another vehicle on a smooth surface with a 5 degree (8.7 percent) grade, without permanent distortion. The contact point on the front bumper is between the frame rails, with as wide a contact area as possible. If the front bumper is used for lifting, the contact points shall be under the bumper attachments to the frame rail brackets unless the manufacturer specifies different lifting points in the owner's manual. Contact and lifting pressures should be applied simultaneously at both lifting points.

005.07C The front bumper, except breakaway bumper ends, shall be of sufficient strength to permit pushing a vehicle of equal gross vehicle weight without permanent distortion to the bumper, chassis or body.

005.07D Tow eyes or hooks shall be furnished and attached so they do not project beyond the front bumper. Tow eyes or hooks attached to the chassis frame shall be furnished by the chassis manufacturer. This installation shall be in accordance with the chassis manufacturer's specifications. (Type A buses are exempt.) (See Section 005.54).

005.07E The bumper shall be designed or reinforced so that it will not deform when the bus is lifted by a chain that is passed under the bumper (or through the bumper if holes are provided for this purpose) and attached to both tow eyes. For the purpose of meeting this standard, the bus shall be empty and positioned on a level, hard surface and both tow eyes shall share the load equally.

005.08 Bumpers, Rear.

005.08A Type A-1 bus bumpers shall be a minimum of 8 inches wide (high). Type A-2, B, C, and D bus rear bumper shall be a minimum of 9½ inches wide. The bumper shall be of sufficient strength to permit being pushed by another vehicle without permanent distortion.

005.08B The bumper shall be wrapped around back corners of bus. It shall extend forward at least 12 inches, measured from rearmost point of body at floor line and shall be flush-mounted to the body sides or protected with an end panel.

005.08C The bumper shall be attached to chassis frame in such a manner that it may be removed. It shall be braced to resist deformation of the bumper resulting from impact from the rear and side.

005.08D The bumper shall extend at least 1 inch beyond rear-most part of body surface measured at the floor line.

005.08E The bottom of the rear bumper shall not be more than 30 inches above ground level.

005.09 Certification.

005.09A Upon request by the Nebraska Department of Education, chassis manufacturers will certify that their products meets Nebraska's minimum standards on items which are not covered by FMVSS certification requirements of 49 CFR, Part 567: Certification.

005.09B Vendors of school buses shall certify, in writing, to the school bus purchaser that their product meets or exceeds all applicable Federal and State of Nebraska rules and regulations in effect at the corresponding date of manufacture; or in the alternative, the vendor shall provide to the purchaser a description of what equipment complies instead with minimum chassis and/or body standards in effect on a later date in accordance with Section 003.01A of this Chapter.

005.10 Color. (Activity buses are exempt.)

005.10A The school bus body shall be painted National School Bus Yellow as specified and described in the School Bus Manufacturer's Technical Council publication "National School Bus Yellow Color Standard" (NSBY) (SBMTC-008) (See Appendix A).

005.10B The body exterior paint trim shall be black or NSBY.

005.10C The roof of the bus may be painted white except that front and rear roof caps shall remain NSBY.

005.10D Chassis and front bumper shall be painted black.

005.10E Body, cowl hood and fenders shall be painted NSBY. The flat top surface of the hood may be nonreflective black or NSBY.

005.10F Wheels may be silver, gray, white, yellow or black.

005.10G Retro Reflective Sheeting (See Appendix F)

005.10G1 Front and rear bumper shall be marked diagonally 45 degrees down to centerline of pavement with 2 inch wide strips of non-contrasting reflective material.

005.10G2 Rear of bus body shall be marked with strips of reflective National School Bus Yellow material to outline the perimeter of the back of the bus using material which conforms with the requirements of FMVSS No. 131, *School Bus Pedestrian Safety Devices Table 1* in effect on date of manufacture. The perimeter marking of rear emergency exits per FMVSS No. 217 *Bus Emergency Exits and Window Retention and Release* and/or the use of reflective "SCHOOL BUS" signs partially accomplish the objective of this requirement. To complete the perimeter marking of the back of the bus, strips of a minimum of 1 inch and a maximum of 2 inches in width of reflective National School Bus Yellow material shall be applied horizontally above the rear windows and above the rear bumper extending from the rear emergency exit perimeter marking outward to the left and right rear corners of the bus; and vertical strips shall be applied at the corners connecting these horizontal strips.

005.10G3 "SCHOOL BUS" signs, if not of lighted design, shall be marked with reflective National School Bus Yellow material comprising background for lettering of the front and/or rear "SCHOOL BUS" signs.

005.10G4 Sides of bus body shall be marked with reflective National School Bus Yellow Material at least 1 3/4 inches in width, extending the length of the bus body and located (vertically) between the floor line and the beltline.

005.10H Multifunction school activity buses (MFSABs) are exempt from the requirements in subsection 005.10G above.

005.11 Communications. School bus shall be equipped with a two-way communication system which can be used at any point on the vehicle's route. The system can be after-market provided.

005.12 Construction.

005.12A Construction shall provide a reasonably dustproof and watertight unit.

005.12A1 Buses shall meet FVMSS 220, *Rollover Protection and FMVSS 221, Body Joint Strength*.

005.12A2 For buses manufactured on or after the implementation date of this Rule:

005.12A2a Buses shall pass the "Side Intrusion Test." The bus body shall be constructed to withstand an intrusion force equal to the curb weight of the vehicle or 20,000 pounds, whichever is less. Each vehicle shall be capable of meeting this requirement when tested in accordance with the procedures set forth below.

The complete body structure, or a representative seven-body section mock up with seats installed, shall be load-tested at a location 24-inches plus or minus two inches above the floor line, with a maximum 10-inch diameter cylinder, 48 inches long, mounted in a horizontal plane.

The cylinder shall be placed as close as practical to the mid-point of the tested structure, spanning two internal vertical structural members. The cylinder shall be statically loaded to the required force of curb weight or 20,000 pounds, whichever is less, in a horizontal plane with the load applied from the exterior toward the interior of the test structure. Once the minimum load has been applied, the penetration of the loading cylinder into the passenger compartment shall not exceed a maximum of ten inches from its original point of contact. There can be no separation of lapped panels or construction joints. Punctures, tears or breaks in the external panels are acceptable but are not permitted on any adjacent interior panel.

Body companies shall certify compliance with this intrusion requirement, including test results, if requested by the Nebraska Department of Education.

005.12B If floor insulation is requested by the local school district or governing authority, it shall be either 5 ply softwood plywood nominal 5/8 inch thick plywood, or a material of equal or greater strength and insulation R-value and it shall equal or exceed properties of exterior-type, C-D Grade, as specified in standard PSI-83 issued by U.S. Department of Commerce. All exposed edges shall be sealed. Type A buses shall be equipped with nominal 1/2 inch thick plywood meeting above requirements. Equivalent material may be used to replace plywood, provided it has equal or greater insulation R-value, sound abatement, deterioration-resistant and moisture-resistant properties.

005.12C Construction shall be reasonably dust-proof and watertight.

005.13 Defrosters. (Also see Section 005.26 Heating System)

005.13A All school buses shall be equipped with defrosters with sufficient flow of heated air to keep windshield, window to left of driver and glass in entrance door clear of fog, frost and snow. The defrosting system shall conform to SAE J381 *Windshield Defrosting Systems Test Procedure and Performance Requirements—Trucks, Buses, and Multipurpose Vehicles*.

Note: The requirements of this standard do not apply to the exterior surfaces of double pane storm windows.

005.13B The defroster and defogging system shall be capable of furnishing heated, outside ambient air except that part of the system furnishing additional air to the windshield, entrance door and step well may be of the recirculating air type.

005.13C Auxiliary fans are not considered defrosting or defogging systems.

005.13D Portable heaters shall not be used.

005.14 Doors.

005.14A Entrance Door.

005.14A1 Entrance door shall be in the driver's control, designed as to afford easy release and provide a positive latching device on manual operating door to prevent accidental opening. Manual door controls shall not require more than 25 pounds of force to operate at any point throughout the range of operation, as tested on a 10 percent grade both uphill and downhill.

005.14A2 Entrance door shall be located on right side of bus opposite driver within direct view of driver.

005.14A2a Buses may be equipped with a left side entrance door located immediately behind the driver to be used exclusively for curb side loading/unloading on one-way streets.

005.14A2b Buses equipped with a left side entrance door shall have a mirror mounted in the upper right corner of the interior of the bus to provide a clear view of the left side entrance door and stepwell.

005.14A3 Entrance door shall have a minimum horizontal opening of 24 inches and a minimum vertical opening of 68 inches.

005.14A4 Entrance door shall be of split type and shall open outward.

005.14A5 All entrance door glass shall be made of safety glass. Bottom of lower glass panel shall not be more than 10 inches from the top surface of the bottom step. Top of upper glass panel when viewed from the interior shall not be more than 3 inches below the interior door control cover or header pad.

005.14A6 Vertical closing edges shall be equipped with flexible material.

005.14A7 Power operated doors must be equipped with an emergency release valve, switch or device placed above or to the immediate left or right of the service door and clearly labeled. The emergency release valve, switch or device shall work in the absence of power.

005.14A8 Padding at the top of edge of each door opening shall be 3 inches wide and 1 inch thick and extend full width of the door opening.

005.14B Emergency Exits.

005.14B1 All installed emergency exits shall comply with the design and performance requirements of FMVSS No. 217, *Bus Emergency Exits and Window Retention and Release*, applicable to that type of exit, regardless of whether or not that exit is required by FMVSS No. 217.

005.14B1a The upper portion of the emergency door shall be equipped with safety glazing, the exposed area of which shall be at least 400 square inches. If installed, all other glass panels on emergency doors shall be equipped with safety glazing.

005.14B1b There shall be no steps leading to an emergency door.

005.14B1c There shall be no obstruction higher than ¼ inch across the bottom of any emergency door opening. Fasteners used within the emergency exit opening shall be free of sharp edges or burrs.

005.14B1d The rear emergency window shall have an assisted lifting device that will aid in lifting and holding the rear emergency window open.

005.14B2 Emergency Exit Requirements: The following tables determine the required number and types of emergency exits to comply with this specification:

005.14B2a A school bus will meet the requirements of this specification and the requirements of FMVSS 217 if it contains the types and quantities of emergency exits listed on the row selected.

TABLE 1 BUSES WITH REAR EMERGENCY DOOR (All Front Engine Buses)						TABLE 2 BUSES WITH REAR PUSHOUT WINDOW AND LEFT SIDE EMERGENCY DOOR (All Rear Engine Buses)					
Available Combinations By Capacity	Manufacturers Equipped Capacity	Shall Have	And Shall Also Have			Available Combinations By Capacity	Manufacturers Equipped Capacity	Shall Have	And Shall Also Have		
		Roof Hatch	L. Side Emerg. Exit Windows	R. Side Emerg. Exit Windows	L. Side Emerg. Exit Door			Roof Hatch	L. Side Emerg. Exit Windows	R. Side Emerg. Exit Windows	R. Side Emerg. Exit Door
1-45	1-45	1	0	0	0	1-45	1-45	1	0	0	0
46-77	46-77	2	1	1	0	46-89	46-89	2	1	1	0
	46-77	2	0	0	1		46-89	2	0	0	1
78-93	78-93	2	2	2	0	90-105	90-105	2	2	2	0
	78-93	2	1	1	1		90-105	2	1	1	1

005.14B3 Side emergency exit windows when installed may be vertically hinged on the forward side of the window. No side emergency exit window will be located above the stop arm.

005.15 Drive Shaft.

005.15A The drive shaft shall be protected by a metal guard or guards of steel or equivalent strength around circumference of the drive shaft to prevent it from whipping through floor or dropping to ground if broken.

005.16 Electrical System.

005.16A Battery.

005.16A1 The storage batteries shall have minimum cold cranking capacity rating (cold cranking amps) equal to the cranking current required for 30 seconds at 0 degrees Fahrenheit and a minimum reserve capacity rating of 120 minutes at 25 amps.

005.16A2 All batteries are to be secured in a slide-out or swingout tray in a closed, vented compartment in the body skirt or chassis frame so that the battery is accessible for convenient servicing from the outside. When in the stored position, the tray shall be retained by a securing mechanism capable of holding the tray [with battery(ies)] in position when subjected to a 5g load from any direction. The battery compartment door or cover, if separate from the tray, shall be hinged at the front or top. It shall be secured by a positive operated latching system or other type fastener. The door may be an integral part of the battery slide tray. The door or cover must fit tightly to the body, and not present sharp edges or snagging points. Battery cables shall meet SAE requirements. Battery cables shall be of sufficient length to allow the

battery tray to fully extend. Any chassis frame-mounted batteries shall be relocated to a battery compartment on Type A buses.

005.16A3 All batteries are to be secured in a sliding tray except that on van conversion or cutaway front-section chassis, batteries may be secured in accordance with the manufacturer's standard configuration. In these cases, the final location of the battery and the appropriate cable lengths shall be agreed upon mutually by the chassis and body manufacturers. However, in all cases the battery cable provided with the chassis shall have sufficient length to allow some slack, and shall be of sufficient gauge to carry the required amperage.

005.16A4 Buses may be equipped with a battery shut-off switch. The switch is to be placed in a location not readily accessible to the driver or passengers.

005.16B Alternator.

005.16B1 All Type A and Type B buses with a GVWR of 15,000 lbs or less shall have a minimum 130-amp alternator. Buses equipped with an electrically powered wheelchair lift and/or air conditioning shall be equipped with the highest rated capacity available from the chassis OEM.

005.16B2 All buses over 15,000 lbs shall be equipped with a heavy-duty truck or bus-type alternator having a minimum output rating of 200-amp or higher, and should produce a minimum current output of 50 percent of the rating at engine idle speed.

005.16B3 All other buses than those described in subsection 005.16B1 equipped with an electrically powered wheelchair lift and/or air conditioning shall have a minimum output of 240 amps and may be equipped with a device that advances the engine idle speed when the voltage drops to, or below, a pre-set level.

005.16B4 A belt alternator drive shall be capable of handling the rated capacity of the alternator with no detrimental effect on any other driven components. (See School Bus Manufacturer Technical Council's "School Bus Technical Reference" for estimating required alternator capacity.)

005.16B5 A direct drive alternator is permissible in lieu of a belt driven alternator.

005.16C Electrical Components. Materials in all electrical components shall contain no mercury.

005.16D Wiring. Chassis.

005.16D1 All wiring shall conform to current applicable recommended practices of the Society of Automotive Engineers (SAE).

005.16D2 All wiring shall use color and at least one other method of identification. The other method shall be either a number code or name code, and each chassis shall be delivered with a wiring diagram that illustrates the wiring of the chassis.

005.16D3 The chassis manufacturer shall install a readily accessible terminal strip or plug on the body side of the cowl or in an accessible location in the engine compartment of vehicles designed without a cowl. The strip or plug shall contain the following terminals for the body connections:

005.16D3a Main 100 amp body circuit;

005.16D3b Tail lamps;

005.16D3c Right turn signal;

005.16D3d Left turn signal;

005.16D3e Stop lamps;

005.16D3f Back-up lamps; and

005.16D3g Instrument panel lights (controlled by dimmer switch).

005.16D4 An appropriate identifying diagram (color plus a name or number code) for all chassis electrical circuits shall be provided to the body manufacturer for distribution to the end user.

005.16D5 The headlight system must be wired separately from the electronic controlled body solenoid/module.

005.16E Wiring, Body.

005.16E1 Wiring shall be arranged in circuits as required with each circuit protected by a fuse or electronic protection device. A system of color and number coding shall be used and an appropriate identifying diagram shall be provided to the end user along with the wiring diagram provided by the chassis manufacturer. The wiring diagrams shall be specific to the bus model supplied and include any changes to wiring made by the body manufacturer. Chassis wiring diagrams shall also be supplied to the end user. A system of color and number coding shall be used on buses. The following body interconnecting circuits shall be color coded as noted:

<u>FUNCTION</u>	<u>COLOR</u>
Left Rear Directional Lamp	Yellow
Right Rear Directional Lamp	Dark Green
Stop Lamps	Red
Back-up Lamps	Blue
Tail Lamps	Brown
Ground	White
Ignition Feed, Primary Feed	Black

The color of the cables shall correspond to SAE J 1128, *Low-Tension Primary Cable*.

005.16E2 Wiring shall be arranged in at least six (6) regular circuits as follows:

005.16E2a Head, tail, stop (brake), clearance and instrument panel lamps.

005.16E2b Step well lamps shall be actuated when entrance door is open.

005.16E2c Dome lamps.

005.16E2d Ignition and emergency door signal.

005.16E2e Turn signal lamps.

005.16E2f Alternately flashing signal lamps.

005.16E3 Any of above combination circuits may be subdivided into additional independent circuits.

005.16E4 Heaters and defrosters shall be wired on an independent circuit.

005.16E5 Each body circuit shall be coded by number or letter on a diagram of circuits and shall be attached to the body in readily accessible location. Buses may be equipped with a 12-volt power port in the driver's area.

005.16E6 All other electrical functions (such as sanders and electric-type windshield wipers) shall be provided with independent and properly protected circuits.

005.16F Wires not enclosed within body shall be fastened securely at intervals of not more than 18 inches. All joints shall be soldered or joined by equal effective connectors which shall be water-resistant and corrosion-resistant.

005.16G All wiring shall have an amperage capacity exceeding the design load by at least 25 percent. All wiring splices are to be noted as splices on the wiring diagram.

005.16H A body wiring diagram sized to be easily read, shall be furnished with each bus body or affixed in an area convenient to the electrical accessory control panel.

005.16I The body power wire shall be attached to a separate terminal on the chassis.

005.16J All wires passing through metal openings shall be protected by a grommet.

005.16K All wiring shall conform to current applicable SAE recommended practices.

005.16L A manual noise suppression switch must be installed in the control panel. The switch shall be labeled and alternately colored. This switch shall be an on/off type that deactivates body equipment that produces noise, including at least the AM/FM radio, heaters, air conditioners, fans and defrosters. This switch shall not deactivate safety systems, such as windshield wipers or lighting systems.

005.16M The entire electrical system of the body shall be designed for the same voltage as the chassis on which the body is mounted. The reference to a common body/chassis voltage does not apply to buses utilizing a high voltage propulsion system (more than 48 nominal volts), commonly referred to as "High Voltage-Powered Vehicles."

005.17 Emergency Equipment. All buses shall be equipped with emergency equipment as listed in this section. Any of the following emergency equipment may be mounted in an enclosed compartment, provided the compartment is labeled in not less than one-inch letters, identifying each piece of equipment contained therein.

005.17A Fire Extinguisher. The bus shall be equipped with at least one (1) Underwriter's Laboratory Inc. (UL) approved pressurized, dry chemical-type fire extinguisher, with hose, mounted and secured in a bracket located in the driver's compartment readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher shall be easily read without moving the extinguisher from its mounted position.

005.17A1 The fire extinguisher shall have a total rating of 2-A:10-BC or greater. The operating mechanism shall be sealed with a type of seal that will not interfere with use of the fire extinguisher.

005.17B First Aid Kit. The bus shall have at least one removable, moisture proof and dustproof first aid kit in an accessible place in the driver's compartment. It shall be properly mounted and clearly identified as a first aid kit. The location for the first aid kit shall be marked. Contents of the first aid kit are listed in Appendix B of this Chapter.

005.17B1 All school bus bodies with a manufacturer's rated seating capacity of thirty (30) or less shall be equipped with one (1) first aid kit.

005.17B2 All school bus bodies with a manufacturer's rated seating capacity greater than thirty (30) shall be equipped with two (2) first aid kits.

005.17B3 When two (2) first aid kits are carried on the bus, one (1) kit shall be mounted over the rear exit door and the other in the driver's compartment.

005.17C Body Fluid Clean-up Kit. Each bus shall have a removable and moisture proof body fluid clean-up kit. It shall be securely mounted and identified as a body fluid clean-up kit. (Required contents of kit are listed in Appendix C of this Chapter.)

005.17D Warning Devices. The school bus shall carry three (3) retroreflective triangle road warning devices that meet the requirements of FMVSS No. 125, *Warning Devices*. They shall be mounted in an accessible place.

005.18 Exhaust System.

00518A Exhaust pipe, after treatment system, and tailpipe shall be outside the bus body compartment and attached to chassis, so as not to damage any other chassis component.

005.18B Tailpipe and after treatment system shall be constructed of corrosion resistant tubing of 16-gauge steel or equivalent.

005.18C The tailpipe shall not extend more than two inches beyond the perimeter of the body for side-exit pipe or the bumper for rear-exit pipe. The exhaust system shall be designed such that exhaust gas will not be trapped under the body of the bus.

005.18D The tailpipe shall exit to the left or right of the emergency exit door in the rear of the vehicle or to the left side of the bus in front of or behind the rear drive axle or the tailpipe may extend through the bumper. The tailpipe exit location on all Types A-1 or B-1 buses may be in accordance to the manufacturer's standards. The tailpipe shall not exit beneath any fuel filler location, emergency door or lift door.

005.18E The exhaust system shall be insulated in a manner to prevent any damage to any fuel system component.

005.18F The design of the after treatment systems shall not allow active (non-manual) regeneration of the particulate filter during the loading and unloading of passengers. Manual regeneration systems will be designed such that unintentional operation will not occur.

005.18G For after treatment systems that require Diesel Exhaust Fluid (DEF) to meet federally mandated emissions:

005.18G1 The composition of Diesel Exhaust Fluid (DEF) must comply with International Standard ISO 22241-1. Refer to engine manufacturer for any additional DEF requirements.

005.18G2 The DEF supply tank shall be sized to meet a minimum ratio of 3 diesel fills to 1 DEF fill.

005.19 Fenders, Front - Type C Vehicles.

005.19A When measured at the fender line, total spread of outer edges of front fenders shall exceed the total spread of front tires when front wheels are in a straight ahead position.

005.19B Front fenders shall be braced and free from any body attachment.

005.20 Floor, Covering.

005.20A Floor in the under seat area, including tops of wheel housings, driver's compartment, and toe board, shall be covered with an elastomer floor covering, having a minimum overall thickness of .125 inch and a calculated burn rate of 0.1 or less, using the test methods, procedures and formulas listed in FMVSS No. 302, *Flammability of Interior Materials*. The floor under the driver's seat in all Type A buses may be manufacturer's standard flooring and floor covering.

005.20B Floor covering in aisle shall be ribbed or other pattern of elastomer and have a calculated burn rate of 0.1 or less using the test methods, procedures, and formulas listed in FMVSS No. 302, *Flammability of Interior Materials*. Minimum overall thickness shall be 3/16th in. measured from tops of ribs.

005.20C Floor covering must be permanently bonded to floor and must not crack when subjected to sudden changes in temperature. Bonding or adhesive material shall be waterproof and shall be of type recommended by manufacturer of floor-covering material. All seams must be sealed with waterproof sealer.

005.20D A flush-mounted, screw-down plate that is secured and sealed shall be provided to access the fuel tank sending unit and or fuel pump. (This plate shall not be installed under flooring material. (Type A Buses are exempt.)

005.21 Frame.

005.21A Frame lengths shall be established in accordance with the design criteria for the complete vehicle.

005.21B Any secondary manufacturer that modifies the original chassis frame shall provide a warranty at least equal to the warranty offered by the original equipment manufacturer (OEM), and shall certify that the modification and other parts or equipment affected by the modification shall be free from defects in material and workmanship under normal use and service intended by the OEM.

005.21C Holes in top or bottom flanges or, side units of the frame, and welding to the frame shall not be permitted except as provided or accepted by the chassis manufacturer.

005.21D Frames shall not be modified for the purpose of extending the wheelbase.

005.22 Fuel Tank.

005.22A Fuel tank or tanks shall be provided by the chassis manufacturer. The tanks shall be filled and vented to the outside of the body and the fuel filter should be placed in a location where accidental fuel spillage will not drip or drain on any part of the exhaust system.

005.22B Fuel lines shall be mounted to the chassis frame in such a manner that the frame provides the maximum possible protection from damage.

005.22C The fuel system shall comply with FMVSS No. 301, *Fuel System Integrity*.

005.22D Fuel tank(s) may be mounted between the chassis frame rails or outboard of the frame rails on either the left or right side of the vehicle. The actual draw capacity of each fuel tank shall be a minimum of 83% of the tank capacity.

005.22E Installation of alternative fuel systems, including fuel tanks and piping from tank to engine, shall comply with all applicable fire codes in effect on the date of manufacture of the bus.

005.22E1 Installation of Liquefied Petroleum Gas (LPG) tanks shall comply with National Fire Protection Association (NFPA) 58.

005.22E2 Installation of Compressed Natural Gas (CNG) containers shall comply with FMVSS No. 304, *Compressed Natural Gas Fuel Container Integrity*.

005.22E3 The CNG Fuel System shall comply with FMVSS No. 303, *Fuel System Integrity of Compressed Natural Gas Vehicles*.

005.23 Fuel Alternative. School transportation vehicles may use alternative fuel systems. The fuel system integrity shall meet the specified leakage performance standards when impacted by a moving contoured barrier in accordance with test conditions specified in FMVSS No. 301 or FMVSS No. 303, as applicable.

005.23A Chassis shall meet all specifications in Section 005 of this Chapter.

005.23B Chassis shall meet all applicable Federal Motor Vehicle Safety Standards (FMVSS).

005.23C The fuel system integrity shall meet the specified leakage performance standards when impacted by a moving contoured barrier in accordance with test conditions specified in FMVSS No. 301, *Fuel System Integrity*, or FMVSS No. 303, *Fuel System Integrity of Compressed Natural Gas Vehicles*, as applicable.

005.23D Original equipment manufacturers (OEMs) and conversion systems using compressed natural gas (CNG) shall comply with National Fire Protection Association (NFPA) Specification 52 2013, *Compressed Natural Gas Vehicular Fuel Systems*. Fuel systems using liquefied petroleum gas (LPG) shall comply with NFPA Specification 58 2014, *Liquefied Petroleum Gases Engine Fuel Systems*.

005.23E Fuel tank(s) for vehicles of less than 54 passenger capacity powered by LPG or CNG shall have a minimum 40-gallon capacity. Fuel tank(s) for vehicles of 54 or more passenger capacity powered by LPG or CNG shall have a minimum 60-gallon capacity.

005.23F Natural gas-powered buses may be equipped with an interior/exterior gas detection system. All natural gas-powered buses may be equipped with an automatic or manual fire detection and suppression system.

005.23G All materials and assemblies used to transfer or store alternative fuels shall be installed outside the passenger/driver compartment.

005.23H All Types C and D buses using alternative fuels shall meet the same base requirements of BUS CHASSIS SPECIFICATIONS for passenger load.

005.23I The total weight shall not exceed the vehicle's GVWR when loaded to rated capacity.

005.23J The manufacturer supplying the alternative fuel equipment must provide the owner and operator with adequate training and certification in fueling procedures, scheduled maintenance, troubleshooting and repair of alternative fuel equipment.

005.23K All fueling equipment shall be designed specifically for fueling motor vehicles and shall be certified by the manufacturer as meeting all applicable federal, state and industry standards.

005.23L All on-board fuel supply containers shall meet all appropriate requirements of the American Society for Mechanical Engineering (ASME) code, United States Department of Transportation (USDOT) regulations or applicable FMVSSs and NFPA standards.

005.23M All fuel supply containers shall be securely mounted to withstand a static force of eight times their weight in any direction.

005.23N All safety devices that discharge to the atmosphere shall be vented to the outside of the vehicle. The discharge line from the safety relief valve on all school buses shall be located in a manner appropriate to the characteristics of the alternative fuel. Discharge lines shall not pass through the passenger compartment.

005.23O CNG buses shall have a positive, quick-acting ($\frac{1}{4}$ turn) shut-off control valve which shall be installed in each gaseous fuel supply line, as close as possible to the fuel supply containers. The valve controls shall be placed in a location easily operable from the exterior of the vehicle. The location of the valve controls shall be clearly marked on the exterior surface of the bus.

005.23P An electrical grounding system shall be required for grounding of the fuel system during maintenance-related venting.

005.23Q Fuel systems identified as compatible with biodiesel must be provided with components compatible with biodiesel conforming to the specifications of ASTM 6751, *Biodiesel Standard*.

005.23R High Voltage-Powered Vehicles: Buses utilizing a high voltage propulsion system (more than 48 nominal volts) shall meet the requirements of FMVSS 305, *Electric Powered Vehicles: Electrolyte Spillage and Electrical Shock Protection*, except for the following:

005.23R1 The propulsion power source (batteries, fuel cells, etc.) shall be located outside the passenger compartment.

005.23R2 The propulsion power source enclosure shall be constructed to conform to the power source manufacturer's requirements and recommendations.

005.23R3 Due to the much larger size and quantities of the propulsion power sources on larger vehicles, buses over 10,000 lbs are permitted to exceed the 5.0 liter spillage constraint of Section S5.1, *Electrolyte damage from propulsion batteries* and the requirements to statically rotate the vehicle on its longitudinal axis post test.

005.24 Governor. The engine and road speed governors may be installed to limit engine speed to a maximum revolutions per minute as recommended by the engine manufacturer.

005.25 Handrails. At least one handrail shall be installed. The handrail shall be a minimum of 1" diameter and be constructed from corrosion resistant material(s). The handrail(s) shall assist passengers during entry or exit and shall be designed to prevent entanglement, as evidenced by the passing of the NHTSA string and nut test.

005.26 Heating System & Air Conditioning System. The engine shall be capable of supplying coolant at a temperature of at least 170 degrees Fahrenheit at the engine coolant thermostat opening. The coolant flow rate shall be 50 pounds per minute at the return end of 30 feet of one inch inside diameter automotive hot water heater hose. (See SBMTC-001, *Standard Code for Testing and Rating Automotive Bus Hot Water Heating and Ventilating Equipment.*)

005.26A Heating and Air Conditioning Systems

005.26A1 Heaters shall be hot water combustion type, electric heating element or heat pump.

005.26A2 If only one heater is used, it shall be the fresh air type or the combination fresh air and recirculating air type.

005.26A3 If more than one hot water heater is used, additional heaters may be of recirculating air type.

005.26A4 The heating system shall be capable of maintaining bus interior temperatures as specified in Society of Automotive Engineers (SAE) test procedure J2233.

005.26A5 Optional: Auxiliary fuel-fired heating systems are permitted, provided they comply with the following:

005.26A5a The auxiliary heating system fuel shall utilize the same type fuel as specified for the vehicle engine.

005.26A5b Heater(s) may be direct hot air or connected to the engine's coolant system.

005.26A5c An auxiliary heating system, when connected to the engine's coolant system, may be used to preheat the engine coolant or preheat and add supplementary heat to the bus's heating system.

005.26A5d Auxiliary heating systems shall be installed pursuant to the manufacturer's recommendations and shall not direct exhaust in such a manner that will endanger bus passengers.

005.26A5e The auxiliary heating system shall be low voltage.

005.26A5f Auxiliary heating systems shall comply with FMVSS No. 301, *Fuel system integrity* and all other applicable FMVSS in effect on date of manufacture, as well as SAE test procedures.

005.26A5g All combustion heaters shall be in compliance with current Federal Motor Carrier Safety Regulations.

005.26A6 All forced-air heaters installed by body manufacturers shall bear a nameplate that indicates the heater rating in accordance School Bus Manufacturer's Technical Council SBMTC-001. The plate shall be affixed by heater manufacturer and shall constitute certification that the heater performance is as shown on the plate.

005.26A7 Heater hoses shall be adequately supported to guard against excessive wear due to vibration. The hoses shall not dangle or rub against the chassis or sharp edges and shall not interfere with or restrict the operation of any engine function, such as the spark advance of an automatic distributor. Heater hose shall conform to the standards of the Society of Automotive Engineers (SAE) Standard J20c *Coolant System Hoses*. Heater lines on the interior of the bus shall be shielded to prevent scalding of the driver or passengers.

005.26A8 Each hot water system installed by a body manufacturer shall include one shut-off valve in the pressure line and one shut-off valve in the return line with both valves at the engine in an accessible location, except that on all Type A and B buses the valves may be installed in another accessible location.

005.26A9 There shall be a water flow regulating valve installed in the pressure line for convenient operation by the driver while seated.

005.26A10 Accessible bleeder valves shall be installed in an appropriate place in the return lines of body company-installed heaters to remove air from the heater lines.

005.26A11 Access panels shall be provided to make heater motors, cores, and fans readily accessible for service. Outside access panel may be provided for the driver's heater.

005.26B Passenger Compartment Air Conditioning (Optional). The following specifications are applicable to all types of school buses that may be equipped with air conditioning.

005.26B1 Requirements

005.26B1a Evaporator cases, lines and ducting (as equipped) shall be designed in such a manner that all condensation is effectively drained to the exterior of the bus below the floor level under all conditions of vehicle movement and without leakage on any interior portion of the bus;

005.26B1b Evaporators and ducting systems shall be designed and installed to be free of projections or sharp edges. Ductwork shall be installed so that exposed edges face the front of the bus and do not present sharp edges;

005.26B1c On school buses equipped with Type-2 seatbelts having anchorages above the windows, the ducting (if used) shall be placed at a height sufficient to not obstruct occupant securement anchorages. This clearance shall be provided along the entire length (except at evaporator locations) of the passenger area on both sides of the bus interior;

005.26B1d The body may be equipped with insulation, including sidewalls, roof, firewall, rear, inside body bows and plywood or composite floor insulation to reduce thermal transfer;

005.26B1e All glass (windshield, service and emergency doors, side and rear windows) may be equipped with maximum integral tinting allowed by federal, state or ANSI standards for the respective locations, except that windows rear of the driver's compartment, if tinted, shall have approximately 28 percent light transmission;

005.26B1f Electrical generating capacity shall be provided to accommodate the additional electrical demands imposed by the air conditioning system;

005.26B1g Air intake for any evaporator assembly(ies), except for front evaporator of Type A-1, shall be equipped with replaceable air filter(s) accessible without disassembly of evaporator case.

005.26B1h For all buses (except Type D rear engine transit) equipped with a rear evaporator assembly, evaporator shall not encroach upon head impact zone, but may occupy an area of less than 26.5 inches from the rear wall and 14 inches from the ceiling.

005.26B1i For Type D rear engine transit buses equipped with a rear evaporator over the davenport, the evaporator assembly may not interfere with rear exit window and may not extend above the rear seating row.

005.27 Horn. The bus shall be equipped with a horn(s) of standard make. Each horn shall be capable of producing complex sounds in bands of audio frequencies between approximately 250 and 2,000 cycles per second and tested in accordance with Society of Automotive Engineers (SAE) J-377.

005.28 Identification.

005.28A Body shall bear words "SCHOOL BUS" in black letters at least 8 inches high on both front and rear of body or on signs attached thereto. Lettering shall be placed as high as possible without impairment of its visibility. Lettering shall conform to "Series B" of Standard Alphabets for Highway Signs of the Federal Highway Administration (See 23 CFR 655.601). "SCHOOL BUS" lettering shall have a reflective background or may be illuminated by backlighting. Activity buses may instead bear lettering identifying the school, school district, school mascot and/or school logos at these locations.

005.28B Required lettering and numbering is:

005.28B1 District, school, company name or owner of the bus displayed at the beltline.

005.28B2 If the bus has a district or other identification number, it shall be displayed on the sides, on the rear, and on the front.

005.28C Other lettering, numbering or symbols which may be displayed on the exterior of the bus shall be limited to:

005.28C1 Bus identification number on the top of the bus (minimum 12-inch high characters), in addition to required numbering on the sides, rear and front.

005.28C2 The location of the battery(ies) identified by the word "BATTERY" or "BATTERIES" on the battery compartment door in two-inch lettering;

005.28C3 Symbols or letters not to exceed 64 square inches of total display within 36 inches of the service door, displaying information for identification by the pupils of the bus or route served.

005.28C4 Manufacturer, dealer or school identification or mascots/logos;

005.28C5 Symbols identifying the bus as equipped for or transporting pupils with special needs;

005.28C6 Lettering on the rear of the bus relating to school bus flashing signal lamps or electronic warning signs and railroad stop procedures

005.28C7 Identification of fuel type in one-inch lettering adjacent to the fuel filler opening.

005.29 Instruments and Instrument Panel.

005.29A Chassis shall be equipped with the instruments and gauges listed below (lights in lieu of gauges are not acceptable):

005.29A1 Speedometer.

005.29A2 Odometer which will give accrued mileage, (to seven digits) including tenths of miles.

005.29A3 Voltmeter: An ammeter with graduated charge and discharge indications, is permitted in lieu of voltmeter; however, when used, the ammeter wiring must be compatible with the current flow of the system. (Exempt from Type A Bus.)

005.29A4 Oil-pressure gauge.

005.29A5 Water-temperature indicator.

005.29A6 Fuel gauge.

005.29A7 High-beam headlamp indicator.

005.29A8 Brake Air Pressure Gauge (air brakes): Brake indicator lamp (vacuum/hydraulic brakes) or brake indicator lamp (hydraulic/hydraulic).

005.29A9 Turn signal Indicator.

005.29A10 Tachometer. For Types B, C and D buses, a tachometer shall be installed to be visible to the driver while seated in a normal driving position. (Exempt from Type A Buses.)

005.29A11 Glow-plug indicator light where appropriate.

005.29B All instruments shall be easily accessible for maintenance and repair.

005.29C The instruments and gauges shall be mounted on instrument panel in such manner that each is clearly visible to driver in normal driving position.

005.29D Instruments and controls must be illuminated as required by FMVSS No. 101, *Controls and Displays*.

005.29E Multi-Function Gauge (MFG).

005.29E1 The driver must be able to manually select any displayable function of the gauge on a MFG whenever desired.

005.29E2 Whenever an out-of-limits condition that would be displayed on one or more functions of a MFG occurs, the MFG controller shall automatically display this condition on the instrument cluster. This shall be in the form of an illuminated telltale warning lamp as well as having the MFG automatically display the out-of-limits indications. If two or more functions displayed on the MFG go out of limits simultaneously, then the MFG shall sequence automatically between those functions continuously until the condition(s) are corrected.

005.29E3 The use of a MFG does not relieve the need for audible warning devices, where required.

005.30 Insulation.

005.30A The school bus body shall be fully insulated in the roof and all body panels to deaden sound, reduce vibrations, and reduce the transfer of heat.

005.30B The school bus body side walls and ceilings shall be insulated with a fire resistant material of a type approved by Underwriters Laboratories Inc., and which has a thermal insulation R value of 5.5 at least equivalent to 1½ inch thickness of fiber glass in addition to the usual sprayed-on material. All insulation shall be firmly installed so that it will retain its original position.

005.30C For floor insulation, see subsection 005.12B of this Chapter.

005.31 Interior.

005.31A Interior of school bus body shall have steel or equivalent strength material, inner linings on ceilings and walls and be free of all unnecessary projections, which includes luggage racks and attendant hand rails, to minimize the potential for injury. This standard requires inner lining on ceilings and walls. If ceiling is constructed to contain lapped joints, forward panel shall be lapped by rear panel and exposed edges shall be beaded, hemmed, flanged, or otherwise treated to minimize sharp edges.

005.31B The driver's area forward of the foremost padded barriers will permit the mounting of required emergency equipment and vehicle operation equipment.

005.31C Every school bus shall be constructed so that the noise level taken at the ear of the occupant nearest to the primary vehicle noise source shall not exceed 85 dBA when tested according to the procedure found in Appendix E of this Chapter.

005.31D Interior overhead storage compartments may be provided if they meet the following criteria:

005.31D1 Head protection requirements of FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*, where applicable.

005.31D2 Be completely enclosed and equipped with latching door (both door and latch sufficient to withstand a pushing force of 50 pounds applied at the inside center of the door.

005.31D3 All corners and edges are rounded with a minimum radius of one inch or be padded equivalent to door header padding.

005.31D4 Compartments are attached to the bus sufficiently to withstand a force equal to 20 times the maximum rated capacity of the compartment and do not have protrusions greater than $\frac{1}{4}$ inch.

005.32 Lamps and Signals.

005.32A Interior lamps shall be provided which adequately illuminate aisle and stepwell. Stepwell light shall be illuminated by a service door operated switch, to illuminate only when headlights and clearance lights are on and service door is open.

005.32B Body instrument panel lights shall be controlled by an independent rheostat switch or may be controlled by the rheostat that operates the gauge lighting.

005.32C School Bus Alternately Flashing Signal Lamps. (Activity buses are exempt.)

005.32C1 Bus shall be equipped with two (2) red lamps at the rear of vehicle and two (2) red lamps at the front of the vehicle.

005.32C2 In addition to the four red lamps described above, four (4) amber lamps shall be installed so that one (1) amber lamp is located near each red signal lamp, at same level, but closer to vertical centerline of bus. The system of red and amber signal lamps shall be wired so that the amber lamps are energized manually. The red lamps are automatically energized (with amber lamps being automatically de-energized) when stop signal arm is extended or when bus service door is opened. An amber pilot light and a red pilot light shall be installed adjacent to the driver controls for the flashing signal lamp to indicate to the driver which lamp system is activated.

005.32C3 Red lamps shall flash at any time the stop signal arm is extended.

005.32C4 All flashers for alternately flashing red and amber signal lamps shall be enclosed in the body in a readily accessible location.

005.32D Turn Signal and Stop/Tail Lamps.

005.32D1 Bus body shall be equipped with amber rear turn signal lamps that are at least seven (7) inches in diameter or if a shape other than round, a minimum 38 square inches of illuminated area and meet FMVSS No. 108, *Lamps, Reflective Devices, and Associated Equipment*. These signals must be connected to the chassis hazard warning switch to cause simultaneous flashing of turn signal lamps when needed as vehicular traffic hazard warning. Turn signal lamps are to be placed so that their centerline shall be a maximum of twelve (12) inches below the rear window.

005.32D2 Buses shall be equipped with amber side-mounted turn signal lights. The turn signal light on the left side shall be mounted rearward of the stop signal arm and the turn signal on the right side shall be mounted rearward of the service door.

005.32D3 Buses shall be equipped with four (4) combination red stop/tail lamps:

005.32D3a Two (2) combination lamps with a minimum diameter of seven (7) inches, or if a shape other than round, a minimum 38 square inches of illuminated area shall be mounted on the rear of the bus just inside the turn signals.

005.32D3b Two (2) combination lamps with a minimum diameter of four (4) inches, or if a shape other than round, a minimum 12 square inches of illuminated area shall be placed on the rear of the body between the beltline and the floor line. Rear license plate lamp may be combined with one lower tail lamp. Stop lamps shall be activated by the service brakes and shall emit a steady light when illuminated.

005.32D3c On buses equipped with a monitor for the front and rear lamps of the school bus, the monitor shall be mounted in full view of the driver. If the full circuit current passes through the monitor, each circuit shall be protected by a fuse or circuit breaker, or an electronic protection device, against any short circuit or intermittent shorts.

005.32D3d The bus body shall be equipped with two (2) white rear backup lamps that are at least four (4) inches in diameter or, if a shape other than round, a minimum of 12 square inches of

illuminated area and shall meet FMVSS No. 108, *Lamps, Reflective Devices and Associated Equipment*. If backup lamps are placed on the same horizontal line as the brake lamps and turn signal lamps, they shall be to the inside.

005.32E Clearance-Marker and Identification Lamps.

005.32E1 The body shall be equipped with two (2) red clearance lights at the rear and two (2) amber clearance lights at the front mounted as high as possible on permanent structure of bus in such a manner as to indicate extreme width of body.

005.32E2 All buses over 30 feet long shall be equipped with one (1) amber intermediate side marker light on each side located midway between the front and rear clearance lights.

005.32E3 The bus shall be equipped with three (3) amber identification lights on the front and three (3) red identification lights on the rear. Each individual light within such group or cluster shall be evenly spaced not less than six (6) inches nor more than 12 inches apart along a horizontal line near the top roof edge of the vehicle.

005.32F A white flashing strobe light shall be installed on the roof of a school or activity bus, not to exceed 1/3 the body length forward from the rear of the roof edge. The light shall have a single clear lens emitting light 360 degrees around its vertical axis. A manual switch and a pilot light shall be included to indicate when light is in operation.

005.32G Backup Lamps. Bus body shall be equipped with two (2) white rear backup lamp signals that are at least four (4) inches diameter or, if a shape other than round, a minimum of 13 square inches of illuminated area, meeting FMVSS 108, *Lamps, Reflective Devices, and Associated Equipment*. If backup lamps are placed on the same line as the brake lights and turn signals, they shall be to the inside.

005.32H Reflex Reflectors.

005.32H1 The bus shall be equipped with two (2) amber reflectors: One on each side of body located approximately at floor level and back of the door on the right side and at a similar forward position on the left side.

005.32H2 The bus shall be equipped with four (4) red reflectors: One (1) on each side as far to the rear as possible and two (2) on the rear as far apart as practicable.

005.32H3 All buses over 30 feet long shall be equipped with additional intermediate amber reflectors which shall be located at or near the midpoint between the front and rear side reflector.

005.32H4 The reflectors are to be mounted at a height of not less than 15 inches nor more than 60 inches above the ground on which the vehicle stands.

005.32I License Plate Lamp. Bus shall be equipped with rear license plate illuminator. This lamp may be combined with one (1) of tail lamps.

005.32J Daytime Running Lamps (DRL). A Daytime Running Lamps system shall be provided.

005.33 Metal Treatment.

005.33A All metal used in construction of bus body shall be zinc or aluminum coated or treated by equivalent process before bus is constructed. This includes, but is not limited to such items as structural members, inside and outside panels, floor panels, and floor sills. Excluded are such items as door handles, grab handles, stanchions, interior decorative parts, and other interior plated parts.

005.33B All metal parts that will be painted shall be (in addition to above requirements) chemically cleaned, etched, zinc-phosphate coated, and zinc-chromate or epoxy-primed or conditioned by equivalent process.

005.33C In providing for these requirements, particular attention shall be given to lapped surfaces, welded connections or structural members, cut edges, punched or drilled hole areas in sheet metal, closed or box sections, unvented or undrained areas, and surfaces subjected to abrasion during vehicle operation.

005.34 Mirrors.

005.34A Interior mirror shall be either clear view laminated glass or clear view glass bonded to a backing which retains the glass in the event of breakage. Mirror shall have rounded corners and protected edges. All Type A buses shall have a minimum of a 6" x 16" mirror and Type B, C, and D buses shall have a minimum of a 6" x 30" mirror.

005.34B Each bus shall be equipped with a system of exterior mirrors meeting the requirements of FMVSS No.111, *Rearview Mirrors*. The right side rear view mirror shall not be obscured by the unwiped portion of the windshield.

005.34C This system of mirrors shall be easily adjustable, but be rigidly braced so as to reduce vibration.

005.34D Heated external mirrors may be used. Remote controlled external rear view mirrors may be used.

005.35 Mounting.

005.35A Chassis frame shall support the rear body cross member. Bus body shall be attached to chassis frame at each main floor sill, except where chassis components interfere, in such manner as to prevent shifting or separation of body from chassis under severe operating conditions.

005.35B Insulating material shall be installed at all contact points between the body and chassis frame on Type A-2, B, C and D buses, and shall be secured to chassis frame or body to prevent shifting, separation, or displacement of the isolators under severe operating conditions.

005.36 Oil Filter. An oil filter with a replaceable element shall be provided and connected by flexible oil lines if it is not a built-in or an engine-mounted design. Oil filter shall have a capacity in accordance with the engine manufacturer's recommendations.

005.37 Openings. All openings in floorboard or firewall between chassis and passenger carrying compartment, such as for gearshift lever and auxiliary brake lever, shall be sealed.

005.38 Passenger Load.

005.38A Actual Gross Vehicle Weight (GVW) is the sum of the chassis weight, plus the driver's weight, plus total seated pupil weight. For purposes of calculation, the driver's weight is 150 pounds, and the student weight is 20 pounds per student.

005.38B Actual gross vehicle weight (GVW) shall not exceed the chassis manufacturer's gross vehicle weight rating (GVWR) for the chassis, nor shall the actual weight carried on any axle exceed the chassis manufacturer's Gross Axle Weight Rating (GAWR).

005.39 Retarder System. Retarder system, if used, shall limit the speed of the fully loaded school bus at 19.0 mph on a 7% grade for 3.6 miles.

005.40 Rub Rails.

005.40A There shall be one (1) rub rail located on each side of the bus approximately at seat level or no more than eight (8) inches above the seat cushion level. They shall extend from rear side of the entrance door completely around bus body (except for emergency door or any maintenance access door) to a point of curvature near outside cowl on the left side.

005.40B There shall be one (1) additional rub rail located on each side at, or no more than ten (10) inches above the floor line. The rub rail shall cover the same longitudinal area as upper rub rail, except at the wheel housings, and shall extend only to the longitudinal tangent of right and left rear corners.

005.40C There shall be a rub rail or equivalent bracing located horizontally at the bottom of the side skirts.

005.40D Rub rails above the floor line shall be attached at each body post and all other upright structural members.

005.40E Rub rails shall be four (4) inches or more in width, shall be of 16 gauge steel, or equivalent strength material, and shall be constructed in corrugated or ribbed fashion.

005.40F Both rub rails shall be applied outside the body or outside the body posts. Pressed-in or snap-on rub rails do not satisfy this requirement.

005.40F1 For Type A-1 buses using the body provided by the chassis manufacturer or for Types A-2, B, C, and D buses using the rear luggage or the rear engine compartment, rub rails need not extend around the rear corners.

005.41 Seat Belts/Occupant Protection Systems.

005.41A A Type 2 lap belt/shoulder harness seat belt shall be provided for the driver and must meet FMVSS in effect on date of manufacture.

005.41A1 In addition, the assembly shall be equipped with an emergency locking retractor for the continuous belt system. On all buses except Type A equipped with standard chassis manufacturer's driver's seat, the lap portion of the belt shall be guided or anchored so as to prevent the driver from sliding sideways under it.

005.41A2 Each bus shall be equipped with a durable webbing cutter (belt cutter) having a full width handgrip and a protected, replaceable or non-corrodible blade. The belt cutter shall be mounted in a location accessible to the seated driver in an easily detachable manner.

005.41B Type A buses shall have seat belts/occupant protection systems for all passengers and shall comply with FMVSS in effect on date of manufacture. In Type A buses, children shall be required to use child passenger restraint systems or occupant protection systems as required by Section 60-6,267 R.R.S.

005.42 Seats and Restraining Barriers.

005.42A All seats shall have a minimum depth of 15 inches, a seat back height of 24 inches above the seating reference point, and must comply with all requirements of FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*. School bus design capacities shall be in accordance with 49 CFR, Part 571.3 and FMVSS No. 222.

005.42A1 Each seat leg shall be secured to the floor by bolts, washers and nuts in order to meet the performance requirements of FMVSS No. 222. Flange-head nuts may be used in lieu of nuts and washers, or seats may be track-mounted in conformance with FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*. If track seating is installed, the manufacturer shall supply minimum and maximum seat spacing dimensions applicable to the bus, which comply with FMVSS No. 222. This information shall be on a label permanently affixed to the bus.

005.42A2 All seat frames shall be fastened to the seat rail with a minimum of two (2) bolts, washers and nuts or flange-headed nuts in conformance with FMVSS No. 222.

005.42A3 No bus shall be equipped with jump seats, portable seats, or other auxiliary seating.

005.42A4 All restraining barriers, upholstered areas, driver and passenger seats, including seat bottom, shall be covered with a material that meets the criteria contained in the School Bus Seat Upholstery Fire Block Test. (See Appendix D of this Chapter.)

005.42A5 Seat belts/occupant protection systems installed by retrofits must be installed on seats that meet FMVSS No. 222.

005.42A6 All school buses (including Type A) shall be equipped with restraining barriers which conform to FMVSS No. 222.

005.42B The driver's seat supplied by the body company shall be a high back seat with a head restraint to accommodate a 95th percentile adult male, as defined in FMVSS No. 208, *Occupant Crash Protection*, and with a minimum seat back adjustable to 15 degrees. The driver's seat shall be secured with nuts, bolts, and washers or flanged-head nuts.

005.42B1 Type A buses may utilize the standard driver's seat provided by the chassis manufacturer.

005.42B2 A Type 2 lap belt/shoulder harness seat belt shall be provided for the driver. The assembly shall be equipped with an emergency locking retractor for the continuous belt system. On all buses except Type A equipped with a standard chassis manufacturer's driver's seat, the lap portion of the belt system shall be guided or anchored to prevent the driver from sliding sideways under it. The lap belt/shoulder harness seat belt shall be designed to allow for adjustment in order to fit and to protect drivers varying in size from 5th percentile adult female to 95th percentile adult male.

005.42B3 Pre-School Age Seating on School Buses. Passenger seats designed to accommodate a child or infant carrier seat shall comply with FMVSS No. 225, *Child Restraint Anchorage Systems*. These seats shall be in compliance with NHTSA's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses."

005.43 Seat Barrier. The right hand seat barrier shall include a modesty panel from barrier to floor and comply with Federal Motor Vehicle Safety Standards in effect on date of manufacture.

005.44 Shock Absorbers. A bus shall be equipped with double-acting shock absorbers compatible with manufacturer's rated axle capacity at each wheel location.

005.45 Springs and Suspension Systems.

005.45A The capacity of springs or suspension assemblies shall be commensurate with the chassis manufacturer's GVWR.

005.45B Rear leaf springs shall be of a progressive rate or multi-stage design. Front Leaf springs shall have a stationary eye at one end and shall be protected by a wrapped leaf, in addition to the main leaf.

005.46 Steering Gear.

005.46A The steering gear shall be approved by the chassis manufacturer and designed to ensure safe and accurate performance when vehicle is operated with maximum load and at maximum speed.

005.46B If external adjustments are required, steering mechanism shall be accessible to make adjustments.

005.46C No changes shall be made in steering apparatus which are not approved by chassis manufacturer.

005.46D There shall be clearance of at least two (2) inches between steering wheel and cowl, instrument panel, windshield, or any other surface.

005.46E Power steering is required and shall be of the integral type with integral valves.

005.46F The steering system shall be designed to provide a means for lubrication of all wear-points which are not permanently lubricated.

005.47 Steps.

005.47A First step at service door shall be not less than 10 inches and not more than 14 inches from ground, based on standard chassis specifications. Type D buses shall have the first step at the service door 12 inches to 16 inches from the ground. On chassis modifications which may result in increased ground clearance (such as four-wheel drive) an auxiliary step may be provided

to compensate for the increase in ground-to-first-step clearance. The auxiliary step is not required to be enclosed.

005.47B Step risers shall not exceed a height of 10 inches, however, with plywood floor on steel, the differential may be increased by thickness of plywood used.

005.47C Steps shall be enclosed to prevent accumulation of ice and snow.

005.47D Steps shall not protrude beyond side body line.

005.47E At least one (1) handrail shall be installed in accordance with subsection 005.25.

005.47F All steps, including floor line platform area, shall be covered with 3/16 inch rubber floor covering or other material equal in wear and abrasion resistance to top grade rubber.

005.47G The step covering shall be permanently bonded to a durable backing material that is resistant to corrosion.

005.47H Steps, including the floor line platform area, shall have a 1 ½" nosing that contrasts in color by at least 70 percent measured in accordance with the contrasting color specifications in 36 CFR, Part 1192 Americans with Disabilities Act regulations (ADA), Accessibility Guidelines for Transportation Vehicles.

005.47I Step treads shall have the following characteristics:

005.47I1 Abrasion resistance: Step tread material weight loss shall not exceed .40 percent, as tested under ASTM D-4060, *Standard Test Method for Abrasion Resistance of Organic Coatings by the Taber Abraser*.

005.47I2 Weathering resistance: Step treads shall not break, crack, or check after ozone exposure (7 days at 40 phm at 40 degrees C) and weatherometer exposure (*ASTM D-750 Standard Test Method for Rubber Deterioration in Carbon-Arc Weathering Apparatus*, 7 days).

005.47I3 Flame resistance: Step tread shall have a calculated burn rate of .01 or less using the test methods, procedures and formulas listed in FMVSS No. 302, *Flammability of Interior Materials*.

005.48 Stirrup Steps. There may be one or more folding stirrup steps or recessed foothold and suitably located handles on each side of the front of the body for easy accessibility for cleaning the windshield and lamps. Steps are permitted in or on the front bumper, in lieu of the stirrup steps, if the windshield and lamps are easily accessible for cleaning from that position.

005.49 Stop Signal Arm. The stop signal arm(s) shall comply with the requirements of FMVSS No. 131, *School Bus Pedestrian Safety Devices*. (Activity buses are exempt.)

005.50 Storage Compartment. A storage container for tools, tire chains, and/or tow chains may be located either inside or outside the passenger compartment. If inside, it shall have a cover capable of being securely latched and fastened to the floor. (The seat cushion may not serve this purpose.)

005.51 Sun Shield.

005.51A On Type B, C and D buses, an interior transparent, adjustable, sun shield shall be installed that is not less than 6 inches wide and 30 inches long with a finished edge.

005.51B On Type A buses, the sun shield shall be installed according to the manufacturer's standard.

005.52 Throttle. The force required to operate the throttle shall not exceed 16 pounds throughout the full range of accelerator pedal travel.

005.53 Tires and Rims.

005.53A Tires and rims of the proper size and tires with a load rating commensurate with chassis manufacturer's gross vehicle weight rating shall be provided. The use of multipiece rims and/or tube-type tires shall not be permitted on any school bus ordered after December 31, 1995.

005.53B Dual rear tires shall be provided on Type A-2, Type B, Type C and Type D school buses.

005.53C All tires on a bus shall be of the same size. The load range of the tires shall meet or exceed the GVWR, as required by FMVSS No. 120, *Tire Selection and Rims for Motor Vehicles Other than Passenger Cars*.

005.53D If the bus is equipped with a spare tire and rim assembly, it shall be of the same size as those mounted on the bus.

005.53E Chains or snow tires shall be supplied if required by local regulation or warranted by circumstances.

005.53F If a tire carrier is utilized, it shall be mounted in an accessible location outside of the passenger compartment.

005.54 Tow Hooks. Tow eyes, hooks or other devices shall be furnished on the rear and attached so they do not project beyond the rear bumper. Tow eyes or hooks for attachment to the rear of the chassis frame shall be furnished by either the chassis or body manufacturer. The installation shall be in accordance with the chassis manufacturer's specifications. (Type A buses are exempt.)

005.55 Traction Assisting Devices.

005.55A Where required or used, sanders shall:

005.55A1 be of hopper cartridge - valve type,

005.55A2 have metal hopper with all interior surfaces treated to prevent condensation of moisture,

005.55A3 be of at least 100 pound (grit) capacity,

005.55A4 have cover on filler opening of hopper, which screws into place, sealing unit airtight,

005.55A5 have discharge tubes extending to front of each rear wheel under fender,

005.55A6 have non-clogging discharge tubes with slush-proof, nonfreezing rubber nozzles,

005.55A7 be operated by electric switch with telltale pilot light mounted on instrument panel so as to be exclusively controlled by the driver,

005.55A8 be exclusively driver controlled,

005.55A9 have a gauge to indicate that the hopper needs refilling when it is down to one-quarter full.

005.55B Automatic traction chains may be installed.

005.56 Transmission.

005.56A Automatic transmissions shall have no fewer than three (3) forward speeds and one (1) reverse speed. Mechanical shift selectors shall provide a detent between each gear position when the gear selector quadrant and shift selector are not steering-column mounted.

005.56B In manual transmissions, second gear and higher shall be synchronized, except when incompatible with engine power. A minimum of three (3) forward speeds and one (1) reverse speed shall be provided.

005.56C A transmission shifter interlock, controlled by application of the service brake, shall be installed to prohibit accidental engagement of the automatic transmission.

005.57 Trash Container. When used, the trash container shall be secured by a holding device. It shall be installed in an accessible location in the driver's compartment, not obstructing passenger use of the service door.

005.58 Turning Radius.

005.58A Chassis with a wheel base of 264 inches or less shall have a right and left turn radius of not more than 42½ feet, curb to curb measurement.

005.58B Chassis with a wheelbase of 265 inches or more shall have a right and left turning radius of not more than 44½ feet, curb to curb measurement.

005.59 Undercoating. The chassis manufacturer or their agent shall coat the undersides of the bus from the firewall to the back of the bus. Any undercoating compound must meet or exceed all performance and qualitative requirements of SAE J1959, Sept. 2003 Edition of the Standard.

005.59A Undercoating material shall be applied with suitable airless or conventional spray equipment to recommended film thickness and shall show no evidence of voids in cured film.

005.59B The undercoating material shall not cover any exhaust components of the chassis.

005.60 Ventilation.

005.60A Body shall be equipped with suitable, controlled ventilating system of sufficient capacity to maintain proper quantity of air flow under operating conditions without opening of windows except in extremely warm weather.

005.60B Static-type non-closable exhaust roof ventilator shall be installed in low-pressure area of roof.

005.60C Roof hatches designed to provide ventilation in all types of weather conditions may be provided.

005.60D Auxiliary fans shall meet the following requirements:

005.60D1 Fans for the left and right sides shall be placed in a location where they can be adjusted to maximum effectiveness.

005.60D2 Fans shall be in a location where they do not obstruct vision to any mirror. Type A buses may be equipped with one fan.

005.60D3 These fans shall be a nominal six-inch diameter.

005.60D4 Fan blades shall be covered with a protective cage. Each fan shall be controlled by a separate switch.

005.61 Wheel Housings.

005.61A Wheel house openings shall allow for tire removal and service.

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005.61B Wheel housings shall be attached to floor sheets in such manner as to prevent any dust, fumes or water from entering the body. Wheel housings shall be constructed of at least 16-guage steel.

005.61C Inside height of wheel housings above floor line shall not exceed 12 inches.

005.61D Wheel housings shall provide clearance for installation and use of tire chains on single and dual (if so equipped) power-driving wheels.

005.61E No part of a raised wheel housing shall extend into the emergency door opening.

005.62 Windows. Each full side window, other than emergency exits designated to comply with FMVSS No. 217, *Bus Emergency Exits and Window Retention and Release*, shall provide an unobstructed opening at least 9 inches high but not more than 13 inches high and at least 22 inches wide, obtained by lowering of the window. One side window on each side of the bus may be less than 22 inches wide. Windshields shall comply with federal, state, and local laws and regulations.

005.63 Windshield Washers. A windshield washer system which conforms to FMVSS Standard 104, *Windshield Wiping and Washing Systems*, shall be provided.

005.64 Windshield Wipers. A two-speed or variable speed windshield wiping system, with an intermittent feature, which meet the requirements of FMVSS No. 104, *Windshield Wiping and Washing Systems*, shall be provided and shall be operated by a single switch.

006 Small Vehicle (General) Minimum Equipment Standards.

006.01 Construction.

006.01A The small vehicle shall be of closed integral body type.

006.01B The small vehicle shall have a wheel base of 100 inches or more.

006.01C Body shall be all steel or of a metal at least equivalent in strength to steel.

006.01D Body interior such as headliner, interior door, and side panels shall be lined with a protective material.

006.02 Equipment. The small vehicle shall be equipped with:

006.02A Four-wheel brakes properly adjusted to efficiently stop vehicle when fully loaded.

006.02B Park brake adequate to hold vehicle when stopped on incline.

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006.02C Two windshield wipers.

006.02D Rearview mirrors - one inside and one outside on left side, one outside on right.

006.02E Two tail lights.

006.02F Two stop lights.

006.02G Multiple beam halogen headlights (including indicator light).

006.02H Switch to raise or lower headlight beam.

006.02I Directional signals - front and rear (including indicator lights).

006.02J Adequate horn.

006.02K Interior adjustable sun shield.

006.02L Adequate heater and defroster.

006.02M Laminated safety glass in the windshield and tempered safety glass in other windows is permissible.

006.02N Seat belts/occupant protection systems for the driver and all passengers. Child passenger restraint systems shall be provided for passengers as required by Sections 60-6,266 and 60-6,267 R.R.S.

006.02O Two way electronic voice communication system which can be used at any point on the vehicle's route. This may be after market provided.

006.03 Safety Equipment.

006.03A The small vehicle shall be equipped with one (1) dry chemical type fire extinguisher with a minimum capacity of 2 ½ pounds (approved by Underwriters Laboratories, Inc.) with at least a total rating of 2A10-B:C.

006.03B The small vehicle shall be equipped with one first aid kit. (See Appendix B.)

006.03C The small vehicle shall have a removable and moisture proof body fluid clean-up kit. It shall be identified as a body fluid clean-up kit. (See Appendix C.)

006.03D The small vehicle shall carry three (3) red and orange emergency reflective triangles, in compliance with Federal Motor Vehicle Safety Standards (FMVSS) No. 125, *Warning Devices*.

006.03E Small vehicles, when used to transport handicapped children, must be equipped with support or restraining devices that meet the requirements of Federal Motor Vehicle Safety Standards (FMVSS) in effect on date of manufacture.

007 Additional Required Equipment For Vehicles Used With Mobile Seating Devices.

007.01 General Requirements. Pupil transportation vehicles designed for transporting children with special transportation needs shall comply with National School Transportation Specifications & Procedures and with Federal Motor Vehicle Safety Standards (FMVSS) applicable to their Gross Vehicle Weight Rating (GVWR) category. In addition, any pupil transportation vehicle to be used for the transportation of children who are confined to a wheelchair or other mobile positioning device, or who require life support equipment which prohibits use of the regular service entrance, shall be equipped with a power lift, unless a ramp is needed for unusual circumstances related to passenger needs.

007.02 Emergency Exit. All school and activity buses equipped with a power lift shall provide a 30-inch aisle leading from any wheelchair/mobility aid position to at least one emergency door. A wheelchair securement position shall never be located directly in front of a power lift door location. When provided, the lift service door is considered an emergency exit.

007.03 Communications. All pupil transportation vehicles which are used to transport individuals with disabilities shall be equipped with a two way electronic voice communication system which can be used at any point in the vehicles' route. This system may be after market provided.

007.04 Glazing. Tinted glazing may be installed in all doors, windows, and windshields consistent with federal, state, and local regulations.

007.05 Identification. Vehicles with power lifts used for transporting individuals with disabilities shall display the International Symbol of Accessibility below the window line. Such emblems shall be white on blue background, shall not exceed 12 inches in size, and shall be of a high-intensity reflectorized material meeting Federal Highway Administration (FHWA) FP-85 Standards.

007.06 Passenger Capacity Rating. In determining the passenger capacity of a school transportation vehicle for purposes other than actual passenger load (i.e., vehicle classification, or various billing/reimbursement models), any location in a vehicle intended for securement of an occupied wheelchair/mobility aid during vehicle operations may be regarded as four designated seating positions. Similarly, each lift area may be regarded as four designated seating positions. (Small vehicles are exempt.) (See Appendix J for Wheelchair or Mobility and Envelope diagram.)

007.07 Power Lifts and Ramps. On all vehicles other than small vehicles, power lift shall be located on the right side of the vehicle body when not extended. The lift may be located on the left side of the bus if used to deliver individuals to the left side of one way streets.

007.07A All vehicles covered by this specification shall provide a level-change mechanism or boarding device (e.g., lift or ramp) which comply with the requirements set forth in FMVSS 403, *Platform Lift Systems for Motor Vehicles*, and FMVSS 404, *Platform Lift Installations in Motor Vehicles*.

007.07B Vehicle Lift. The design load of the lift shall be at least 800 pounds. Working parts, such as cables, pulleys, and shafts, which can be expected to wear, and upon which the lift depends for support of the load, shall have a safety factor of at least six, based on the ultimate strength of the material. Nonworking parts, such as platform, frame, and attachment hardware which would not be expected to wear, shall have a safety factor of at least three, based on the ultimate strength of the material.

007.07C Lift Capacity. The lifting mechanism and platform shall be able to operate effectively with a wheelchair and occupant mass of at least 800 pounds.

007.07D Lift Controls. (See 49 CFR 571.402, S6.7, *Control Systems*)

007.07E Emergency Operation. (See 49 CFR 571.403, S6.9, *Backup Operation*)

007.07F Power or Equipment Failure. (See 49 CFR 571.403, S6.2.2 *Maximum Platform Velocity*).

007.07G Platform Barriers. (See 49 CFR 571.403, S6.4.7, *Wheelchair Retention*).

007.07H Platform Surface. (See 49 CFR 571.403,, S6.4.2, S6.4.3, *Platform Requirements*).

007.07I Platform Gaps. (See 49 CFR 571.403, S6.4.4, *Gaps, Transitions and Openings*).

007.07J Platform Deflection. (See 49 CFR 571.403, S6.4.5, *Platform Deflection*).

007.07K Platform Movement. (See 49 CFR 571.403, S6.4.5 *Maximum Platform Acceleration*).

007.07L Boarding Direction. The lift shall permit both inboard and outboard facing of wheelchair and mobility aid users.

007.07M Use by Standees. Lifts shall be capable of accommodating persons using walkers, crutches, cane or braces, or who otherwise have difficulty using steps. The platform may be marked to indicate a preferred standing position.

007.07N Handrails. (See 49 CFR 571.403, S6.4.9, *Handrails*).

007.07O Circuit Breaker. A resetable circuit breaker shall be installed between power source and lift motor if electrical power is used. It shall be located as close to the power source as possible, but not within the passenger/driver compartment.

007.07P Excessive Pressure. (See 49 CFR 571.403, S6.8, *Jacking Prevention*).

007.07Q Documentation. The following information shall be provided with each vehicle equipped with a lift.

007.07Q1 A phone number where information can be obtained about installation, repair, and parts. (Detailed written instructions and a parts list shall be available upon request.)

007.07Q2 Detailed instructions regarding use of the lift are readily visible when the lift door is open, including a diagram showing the proper placement and positioning of wheelchair/mobility aids on lift.

007.07R Training Materials. The lift manufacturer shall make available training materials to ensure the proper use and maintenance of the lift. These may include instructional videos, classroom curriculum, system test results, or other related materials.

007.07S Identification and Certification. Each lift shall be permanently and legibly marked or incorporate a non-removable label or tag which states that it conforms to all applicable requirements of the National School Transportation Specifications & Procedures. In addition, the lift manufacturer, or an authorized representative, upon request of the original titled purchaser, shall provide a notarized Certificate of Conformance, either original or photo copied, which states that the lift system meets all the applicable requirements of the National School Transportation Specifications & Procedures.

007.07T Vehicle Ramp.

007.07T1 If a ramp is used, it shall be of sufficient strength and rigidity to support the special device, occupant, and attendant(s). It shall be equipped with a protective flange on each longitudinal side to keep special device on the ramp.

007.07T2 Floor of ramp shall be of non-skid material.

007.07T3 Ramp shall be equipped with handles and be of weight and design to permit one (1) person to put ramp in place and return it to its storage place.

007.07T4 Ramps installed in raised floor buses by manufacturers may be used for emergency evacuation purposes. They shall not be used as a substitute for a lift when a lift is capable of servicing the need.

007.08 Regular Service Entrance.

007.08A On power-lift equipped vehicles, step shall be the full width of the step well, excluding the thickness of doors in open position.

007.08B A device shall be provided to assist passengers during entry or exit. This device shall allow for easy grasping or holding and shall have no openings or pinch points which might entangle clothing, accessories or limbs.

007.08C An additional handrail may be provided on all specially equipped school buses. This handrail shall be located on the opposite side of the entrance door from the handrail required in subsection 005.25 of this Chapter and shall meet the same requirements for handrails.

007.09 Restraining Devices.

007.09A On power-lift equipped vehicles with a GVWR of 10,000 pounds or more, seat frames may be equipped with attachments or devices to which belts, restraining harnesses or other devices may be attached. Attachment framework or anchorage devices, if installed, shall conform to FMVSS No. 210, *Seat Belt Assembly Anchorages*. Any belt assembly anchorage shall comply with FMVSS No 210, *Seat Belt Assembly Anchorages*.

008.09B Seat belt assemblies, if installed, shall conform to FMVSS No. 209, *Seat Belt Assemblies*.

007.09C Child restraint systems, which are used to facilitate the transportation of children who in other modes of transportation would be required to use a child, infant, or booster seat, shall conform to FMVSS No. 213, *Child Restraint Systems*.

007.10 Seating Arrangements. Flexibility in seat spacing to accommodate special devices shall be permitted to meet passenger requirements. All seating shall meet the requirements of FMVSS No. 222, *School Bus Passenger Seating and Crash Protection*.

007.11 Securement and Restraint System for Wheelchair/Mobility Aid and Occupant. For purposes of better understanding the various aspects and components of this section, the term “securement and tiedown” and the phrases “securement system” or “tiedown system” are used exclusively in reference to the device(s) which anchor the wheelchair to the vehicle. The term “restraint” or the phrase “restraint system” are used exclusively in reference to the equipment that is intended to limit the movement of the wheelchair occupant in a crash or sudden maneuver. The term “wheelchair tiedown” and “occupant restraint system” (WTORS) is used to refer to the total system that secures the wheelchair and restrains the wheelchair occupant.

007.11A Wheelchair Tiedown and Occupant Restraint System (WTORS) general requirements:

007.11A1 A wheelchair and occupant restraint system installed in specially equipped school buses shall be designed, installed, and operated for use with forward-facing wheelchair-seated passengers and shall comply with applicable requirements of FMVSS 222, *School Bus Passenger Seating and Crash Protection*, and SAE J2249, *Wheelchair Tie down and Occupant Restraint Systems for Use in Motor Vehicles*.

007.11A2 The WTORS, including the anchorage track, floor plates, pockets or other anchorages, shall be provided by the same manufacturer or shall be certified to be compatible by manufacturers of all equipment/systems used.

007.11A3 Wheelchair securement positions shall be located such that wheelchairs and their occupants do not block access to the lift door.

007.11A4 A device for storage of the WTORS shall be provided. When the system is not in use, the storage device shall allow for clean storage of the system, shall keep the system securely contained within the passenger compartment, shall provide reasonable protection from vandalism, and shall enable the system to be readily accessed for use.

007.11A5 The WTORS, including the storage device, shall meet the flammability standards established in FMVSS No. 302, *Flammability of Interior Materials*.

007.11A6 The following information shall be provided with each vehicle equipped with a securement and restraint system:

007.11A6a A phone number where information can be obtained about installation, repair and parts.

007.11A6b Detailed instructions regarding use, including a diagram showing the proper placement of the wheelchair/mobility aids and positioning of securement devices and occupant restraints, including correct belt angles.

007.11A7 Wheelchair Securement/Tiedown (See 49 CFR 571.403, S5.4.3, S5.4.4). Each wheelchair position in a specially equipped school bus shall have a minimum clear floor area of 30 inches laterally by 48 inches longitudinally. Additional floor area may be required for some wheelchairs. Consultation between the user and the manufacturer is recommended to ensure that adequate area is provided.

007.11A8 Occupant restraint system (See 49 CFR 571.403, S5.4.3, S5.4.4). If the upper torso belt anchorage is higher than 44 inches measured from the vehicle floor, an adjustment device, as part of the occupant restraint system, shall be supplied.

007.12 Special Light. Doorways in which lifts are installed, shall have, when lift is to be used, at least 2 foot-candles of illumination measured on the floor of the vehicle immediately adjacent to the lift, and on the lift, when deployed at the vehicle floor level.

007.13 Special Service Entrance.

007.13A Power lift equipped bodies shall have a special service entrance to accommodate the power lift.

Exception: If the lift is designed to operate within the regular service entrance, and is capable of stowing such that the regular service entrance is not blocked in any way, and that persons entering or exiting the vehicle are not impeded in any way, a special service entrance shall not be required.

007.13B The special service entrance and door shall be located on the right side of the vehicle and shall be designed so as not to obstruct the regular service entrance. (Small vehicles are exempt.)

Exception: A special service entrance and door may be located on the left side of the vehicle only if the vehicle is primarily used to deliver children to the left side of one way streets and its use is limited to that function.

007.13C The opening may extend below the door through the bottom of the body skirt. If such an opening is used, reinforcements shall be installed at the front and rear of the floor opening to support the floor and give the same strength as other floor openings.

007.13D A drip molding shall be installed above the opening to effectively direct water from entrance.

007.13E Door posts and headers from entrance shall be reinforced sufficiently to provide support and strength equivalent to the areas of the side of the bus not used for special service entrance.

007.14 Special Service Entrance Doors.

007.14A A single door or double doors may be used for the special service entrance.

007.14B A single door shall be hinged to the forward side of the entrance unless doing so would obstruct the regular service entrance. If, due to the above condition, the door is hinged to the rearward side of the doorway, the door shall utilize a safety mechanism which will prevent the door from swinging open should the primary door latch fail. If double doors are used, the system shall be designed to prevent the door(s) from being blown open by aerodynamic forces created by the forward motion of the bus, and/or shall incorporate a safety mechanism to provide secondary protection should the primary latching mechanism(s) fail.

007.14C All doors shall have positive fastening devices to hold doors in the open position.

007.14D All doors shall be weather sealed.

007.14E When manually-operated dual doors are provided, the rear door shall have at least a one-point fastening device to the header. The forward-mounted door shall have at least three one-point fastening devices. One shall be to the header, one to the floor line of the body, and the other shall be into the rear door. The door and hinge mechanism shall be of a strength that is greater than or equivalent to the strength of the emergency exit door.

007.14F Door materials, panels and structural strength shall be equivalent to the conventional service and emergency doors. Color, rub rail extensions, lettering and other exterior features shall match adjacent sections of the body.

007.14G Each door shall have windows set in a waterproof manner that is visually similar in size and location to adjacent non-door windows. Glazing shall be of same type and tinting (if applicable) as standard fixed glass in other body locations.

007.14H Door(s) shall be equipped with a device that will actuate an audible or flashing signal located in the driver's compartment when door(s) is/are not securely closed and ignition is in "on" position.

007.14I A switch shall be installed so that the lifting mechanism will not operate when the lift platform door(s) is/are closed.

007.14J Special service entrance doors shall be equipped with padding at the top edge of the door opening. Pad shall be at least three inches wide and one inch thick and extend the full width of the door opening.

007.15 Support Equipment and Accessories.

007.15A In addition to the webbing cutter required in Section 005.41A2, each specially equipped vehicle which is set up to accommodate wheelchair/mobility aids or other assistive or restraint devices which utilize belts, shall contain at least one (1) belt cutter properly secured in a location within reach of the driver while belted into his/her driver's seat. The belt cutter shall meet the requirements of subsection 005.41A2 of this Chapter.

007.15B Special equipment or supplies which are used on the bus for mobility assistance, health support, or safety purposes shall meet any local, federal, or engineering standards which may apply, including requirements for proper identification. Equipment which may be used for these purposes includes, but is not limited to:

007.15B1 Wheelchairs and other mobile seating devices.

007.15B2 Crutches, walkers, canes, and other ambulating devices.

007.15B3 Medical Support Equipment. This may include respiratory devices such as oxygen bottles (which should be no larger than 22 cubic feet for liquid oxygen and 38 cubic feet for compressed gas), or ventilators. Tanks and valves should be located and positioned to protect them from direct sunlight, bus heater vents, or other heat sources. Other equipment may include intravenous, and fluid drainage apparatus.

007.15C All portable equipment and special accessory items including equipment in subsection 007.15B, shall be secured at the mounting location to withstand a pulling force of five times the weight of the item, or shall be retained in an enclosed, latched compartment. The compartment shall be capable of withstanding forces applied to its interior equal to five times the weight of its contents without failure to the box's integrity and securement to the bus. Exception: If these standards provide specific requirements for securement of a particular type of equipment, the specific standard shall prevail (i.e., wheelchairs).

008 Safety Inspection Process for Pupil Transportation Vehicles.

008.01 Schools shall inspect and assure that pupil transportation vehicles meet the minimum allowable safety criteria pursuant to Section 79-602 R.R.S.

008.01A All pupil transportation vehicles used for the transportation of pupils shall be inspected before school opens in the fall and each eighty days during the time period school is in session. Any item not meeting such criteria shall be brought into compliance prior to the vehicle being used to transport pupils.

008.01A1 Inspections shall be conducted by a motor vehicle mechanic appointed by the school board or governing authority.

008.01A2 A mechanic's inspection report for each vehicle shall be on file with the school. (See Appendix I)

008.01A3 The chief administrative officer of each school district shall annually certify to the Department of Education that inspections pursuant to Section 79-602 R.R.S. have been performed.

009 Minimum Safety Inspection Criteria for School and Activity Buses.

009.01 The minimum inspection standards for school buses are detailed in Appendix H. These criteria are not intended to replace, modify, or alter the vehicle manufacturer's recommended preventative maintenance schedule. These inspections are to be performed as required by Section 79-602 R.R.S. (See Section 008.01).

010 Minimum Safety Inspection Criteria for Small Vehicles.

010.01 Body interior shall be lined with upholstered material on head liner, door, and side panels.

010.02 Brakes shall be four-wheel brakes properly adjusted.

010.03 Parking brake shall be capable of holding the vehicle on an incline.

010.04 Two (2) windshield wipers shall be provided and operable.

010.05 Three (3) mirrors (two exterior and one interior) shall be provided and they shall not be cracked or broken.

010.06 Tail lights, stop lights, headlights, and directional signals shall be provided and operable with no broken or cracked lenses.

010.07 A horn shall be provided and operable.

010.08 A sunshield shall be provided for the driver and be operable.

010.09 Heater/defroster shall be provided and be operable.

010.10 Unbroken and uncracked safety glass shall be in all windows.

010.11 Seat belts and child passenger restraint systems for driver and all passengers shall be provided as required by Sections 60-6,265 through 60-6,267 R.R.S.

010.12 One (1) fire extinguisher shall be provided. It shall be a dry chemical type of 2 ½ pounds, size approved by Underwriters Laboratories, Inc., with a total rating of 1A10-B:C.

010.13 One (1) first aid kit shall be provided which includes the items as listed in Appendix B of this Chapter.

010.14 Body Fluid Clean-up Kit shall be provided and contain the items as listed in Appendix C of this Chapter.

010.15 Emergency reflective triangles shall be provided.

011 Minimum Safety Inspection Criteria for Vehicles for Transporting Children In Mobile Seating Devices.

011.01 Vehicles must generally comply with minimum standards and inspection criteria established for school buses and small vehicles, but with the modifications as listed below:

011.01A Special service entrance doors, and positive fastening devices that function properly and a red flashing signal that functions properly.

011.01B A power lift that is covered with non-skid materials. (Exception - a ramp may be substituted.)

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011.01C A steel ramp provided with a restraining device to prohibit mobile device from rolling off platform.

011.01D Fastening devices for mobile devices that attach securely to floor or walls.

011.01E Restraining devices shall be provided.

011.01F A light inside the vehicle which functions properly.

011.01G Grab handles shall be provided that are installed properly.

011.01H Restraining devices for handicapped transport shall be available that meet FMVSS 213, *Hood Latch System*.

011.02 Wheelchair lift shall function as designed and is operable.

011.03 Platform lift manufactured after 4/1/05 must meet all of the following criteria:

011.03A Jacking prevention;

011.03B Manual Backup operating mode;

011.03C Interlocks to prevent forward or rearward mobility of the vehicle unless lift is stowed;

011.03D Wheelchair retention device;

011.03E Platform outer barrier and inner roll stop.

011.04 No hydraulic lines shall be leaking during lift operation.

011.05 Wheelchair restraint system shall be complete and properly installed. No loose or damaged parts shall be in use.

011.06 All required wheelchair occupant restraint systems shall be in compliance with FMVSS 571.222.

APPENDIX A - DESCRIPTION OF NATIONAL SCHOOL BUS YELLOW

The color known as National School Bus Yellow was designated as such by the 1939 National Conference on School Bus Standards. The National Bureau of Standards of the U.S. Department of Commerce assisted in developing this color and its color metric specifications.

At the 1980 conference, the colors in use were reviewed. A color standard was selected, slightly different from above, and specific tolerances were chosen. These tolerances will ensure a continuity of appearance from bus to bus, and within the same bus when different elements are finished or refinished at different times.

When it was determined that the use of lead and chromium in paint was a health hazard, the National Bureau of Standards of the U.S. Department of Commerce assisted the S.B.M.I. in developing their color standard No. SBMI-008, which further defined the tolerances to permit better definition of the color. Specifications for the standard color, with light and dark tolerances are shown below in tabular form.

COLORMETRIC (CIE) DATA

DESCRIPTION	REFLECTANCE	CHROMATICITY	
	Y	X	Y
Centroid	40.2%	.4882	.4205
Light Limit	41.8%	.4882	.4198
Dark Limit	38.5%	.4902	.4206
Green Limit	40.6%	.4844	.4217
Red Limit	40.3%	.4907	.4174
Vivid Limit	40.6%	.4901	.4225
Weak Limit	40.2%	.4828	.4162

APPENDIX B – CONTENTS OF A FIRST AID KIT

<u>UNITS</u>	ITEM
3	Sterile gauze compress (36" x 36")
2	Non-sterile triangular bandage (40" x 36" x 54") with 2 safety pins
24	Sterile gauze pads (3" x 3")
2	Adhesive Tape (1" X 2 ½ yards)
2	Sterile gauze roller bandage (2" x 6')
12	Bandage compress (3")
12	Bandage compress ("2")
1	Bandage scissors (4")
3	Sterile eye pads
100	Adhesive bandage (3/4" x 3")
1	Moisture and dustproof kit of sufficient capacity to contain Materials of the first aid kit
1	Pair of medical examination gloves
1	Mouth to mouth airway

APPENDIX C – CONTENTS OF A BODY FLUID CLEAN-UP KIT

<u>UNITS</u>	<u>ITEMS</u>
1	Absorbent Pack - 5 oz.
2 pair	Plastic disposable gloves
1	Scoop
1	Scraper
2	Plastic trash bag with tie (Minimum 12 in. x 12 in.) 1 Red-biohazard and 1 black
1	Disinfectant - 8 oz.
1	Disposable Environmental Protection Agency (EPA) registered germicidal towels
1	Benzalkonium Chloride towelette
1	Antiseptic biohand cleaner - 4 oz.
1	Moisture and dustproof kit of sufficient capacity to contain materials of the body fluid clean-up kit

APPENDIX D – SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

A. TEST CHAMBER

Cross Section

The suggested test chamber is same cross section as bus body in which seats are used with rear section on each end. If bus section is not used, cross section to be $91" \pm 1"$ in width x $75" \pm 3"$ in height. There shall be a door, which does not provide ventilation, in the center of each end of the test chamber. The doors shall be $38" \pm 3"$ in width and $53" \pm 3"$ in height and include a latch to keep the doors closed during the test. See Figure 1.

Length

Length of chamber shall allow 3 rows of seats at the minimum spacing recommended by the installer or required by Federal Motor Vehicle Safety Standards. See Figure 1, Detail A.

In order that different types of seats may be tested in the same chamber, a length tolerance of plus 45" is allowed.

Ventilation

One ventilation opening shall be in each end of the test chamber and shall be 325 square inches ± 25 square inches. The bottom of the opening shall be $30" \pm 3"$ above the chamber floor. Ventilation openings shall be on the same side of the test chamber. See Figure 1.

There shall be no ventilation openings along the length of the test chamber.

A forced air ventilation system may not be used.

Baffles shall be used to prevent wind from blowing directly into the ventilation openings.

Camera View Area

An opening covered with glass shall be provided at the midpoint of the chamber length for camera viewing. The opening shall allow the camera to view the seat parallel to the seat width. See Figure 1.

APPENDIX D - SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

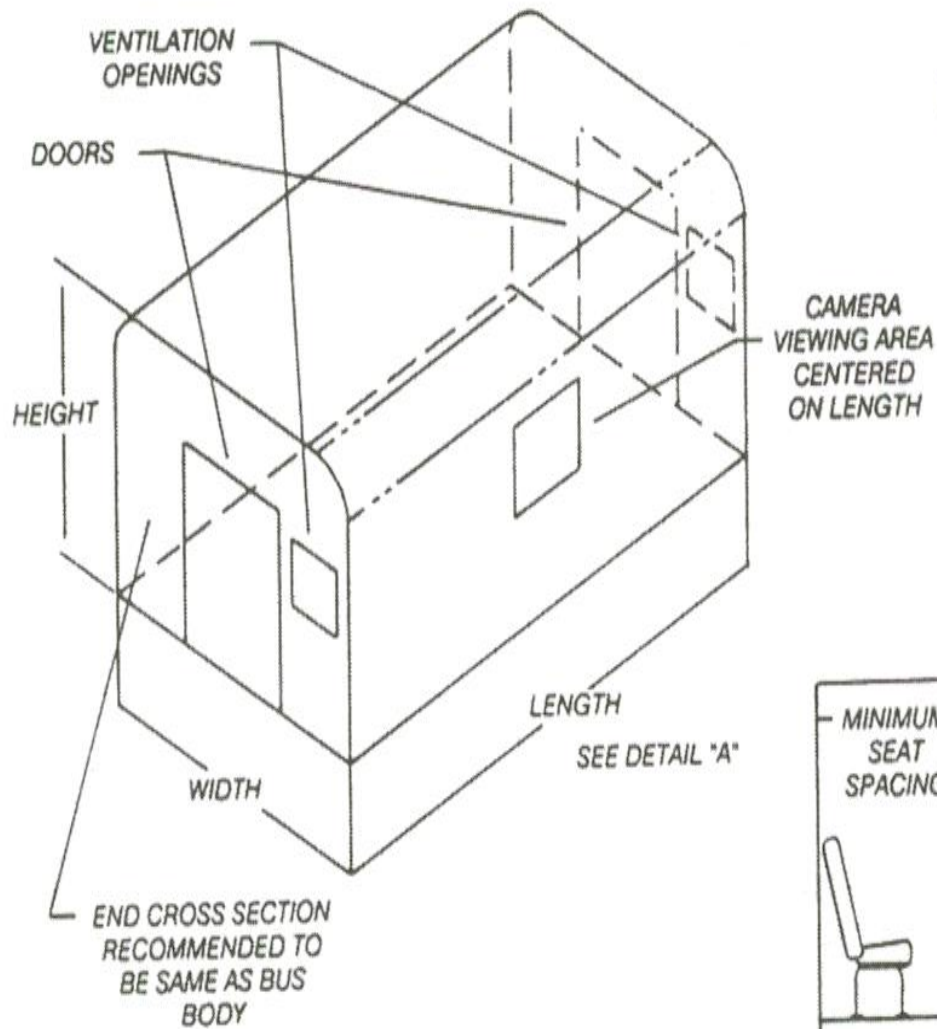
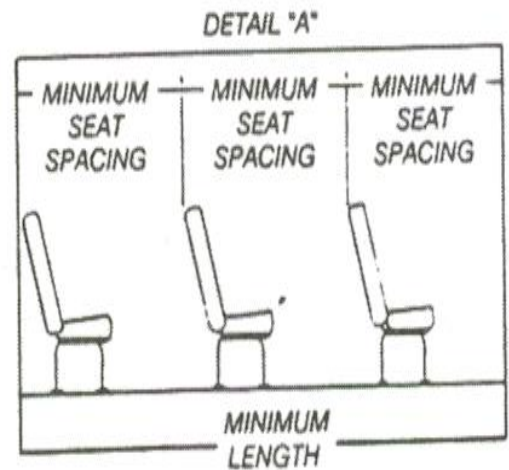


Figure 1



APPENDIX D – SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

B. TEST SAMPLE

Sample shall be fully-assembled seat.

Record the weight of all padding upholstery prior to assembly. Record the weight of the fully assembled seat.

IGNITION

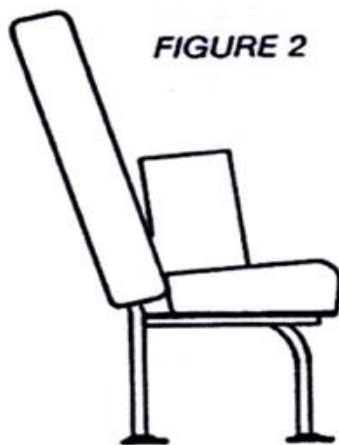
A paper grocery bag whose dimensions are approximately 7" x 11" x 18" is used to contain double sheets of newsprint (black print only, approximately 22" x 28"). The total combined weight of bag and newspaper shall be 7 oz. + .5 oz.

TEST PROCEDURE

1. Install three (3) seats in test chamber at minimum spacing per installer recommendation of FMVSS requirement. Seats shall be perpendicular to the dimension indicated as "length" in Figure 1 Detail A. Install so that seat frames will not fall during test. Seat width shall be determined so that maximum passenger capacity per row (2 seats) for the seat style shall be tested.
2. For each test, position ignition source in the following positions outlined. Widest seat in the center row shall be tested.

Position A

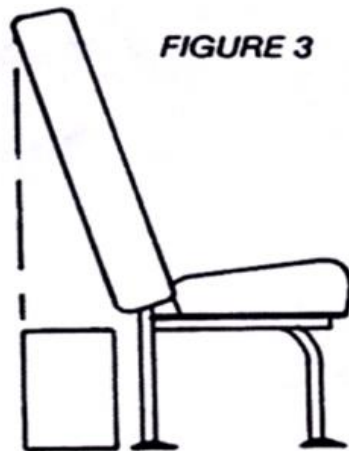
Position ignition source with 18" dimension in contact with seat cushion and touching seat back. Center bag on top of cushion. See Figure 2.



APPENDIX D – SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

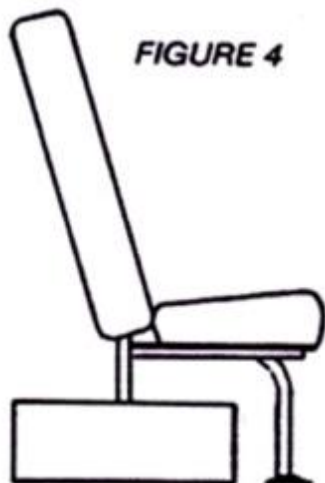
Position B

Position ignition source on floor behind seat with 18" dimension on floor and parallel to seat width centered on width so that rear of bag does not extend rear of seat back.
See Figure 3.



Position C

Position ignition source on floor on aisle side of seat with 18" dimension on floor and perpendicular to seat width touching seat leg with centerline of bag at center of seat back.
See Figure 4



APPENDIX D - SCHOOL BUS SEAT UPHOLSTERY FIRE BLOCK TEST

3. A wooden match shall be used to light the ignition source. Time the test beginning where the ignition source is on fire until all flame is out.
4. After each ignition source position test, weigh seat assembly including loose materials on the seat. Do not include loose material which has fallen off the seat onto the floor.

C. PERFORMANCE CRITERIA

For each ignition source position test, the seat tested must meet all of the following criteria. A new seat specimen may be used for each ignition source position test.

1. Maximum time from ignition to flameout shall be 8 minutes.
2. Flame shall not spread to any other seat with ignition source in Position A and Position C.
3. Weight loss may not exceed 10% of pretest weight of padding and upholstery.

APPENDIX E - NOISE TEST PROCEDURES

- A. The vehicle is located so that no other vehicle or signboard, building, hill, or other large reflecting surface is within 15.2 m (50 feet) of the occupant's seating position.
- B. All vehicle doors, windows, and ventilators are closed.
- C. All power-operated accessories are turned off.
- D. The driver is in the normal seated driving position and the person conducting the test is the only other person in the vehicle.
- E. A sound level meter is used that is set at the "A-weighting fast" meter response and meets the requirements of:
 - 1. The American National Standards Institute, Standard ANSI S1.4-1971. "Specifications for Sound Level Meters," for Type 1 Meters; or
 - 2. The International Electrotechnical Commission (IEC), Publication No. 179 (1973). "Precision Sound Level Meters".
- F. The microphone is located so that it points vertically upward 6 inches to the right and directly in line with and on the same plane as the occupant's ear adjacent to the primary noise source.
- G. If the motor vehicle's engine radiator fan drive is equipped with a clutch or similar device that automatically either reduces the rotational speed of the fan or completely disengages the fan from its power source in response to reduced engine cooling loads, the vehicle may be parked before testing with its engine running at high idle or any other speed the operator chooses for sufficient time, but not more than 10 minutes, to permit the engine radiator fan to automatically disengage.
- H. With the vehicle's transmission in neutral gear, the engine is accelerated to:
 - 1. Its maximum governed speed, if it is equipped with an engine governor, or
 - 2. Its speed at its maximum rated horsepower, if it is not equipped with an engine governor, and the engine is stabilized at that speed.
- I. The A-weighted sound level reading on the sound level meter for the stabilized engine speed condition referred to in H.1. or H.2. above is observed and, if it has not been influenced by extraneous noise sources, is recorded.

APPENDIX E - NOISE TEST PROCEDURES

- J. The vehicle's engine speed is returned to idle and the procedures set out in paragraphs H. and I. are repeated until two maximum sound levels within 2 dbA of each other are recorded, the two maximum sound level readings are then averaged; and
- K. The average obtained in accordance with paragraph J., with a value of 2 dbA subtracted therefrom to allow for variations in the test conditions and in the capabilities of meters, is the vehicle's interior sound level at the driver's seating position for the purposes of determining compliance with the requirements of this test procedure.

APPENDIX F - RETRO REFLECTIVE SHEETING

DAYTIME COLOR SPECIFICATION PROPOSAL

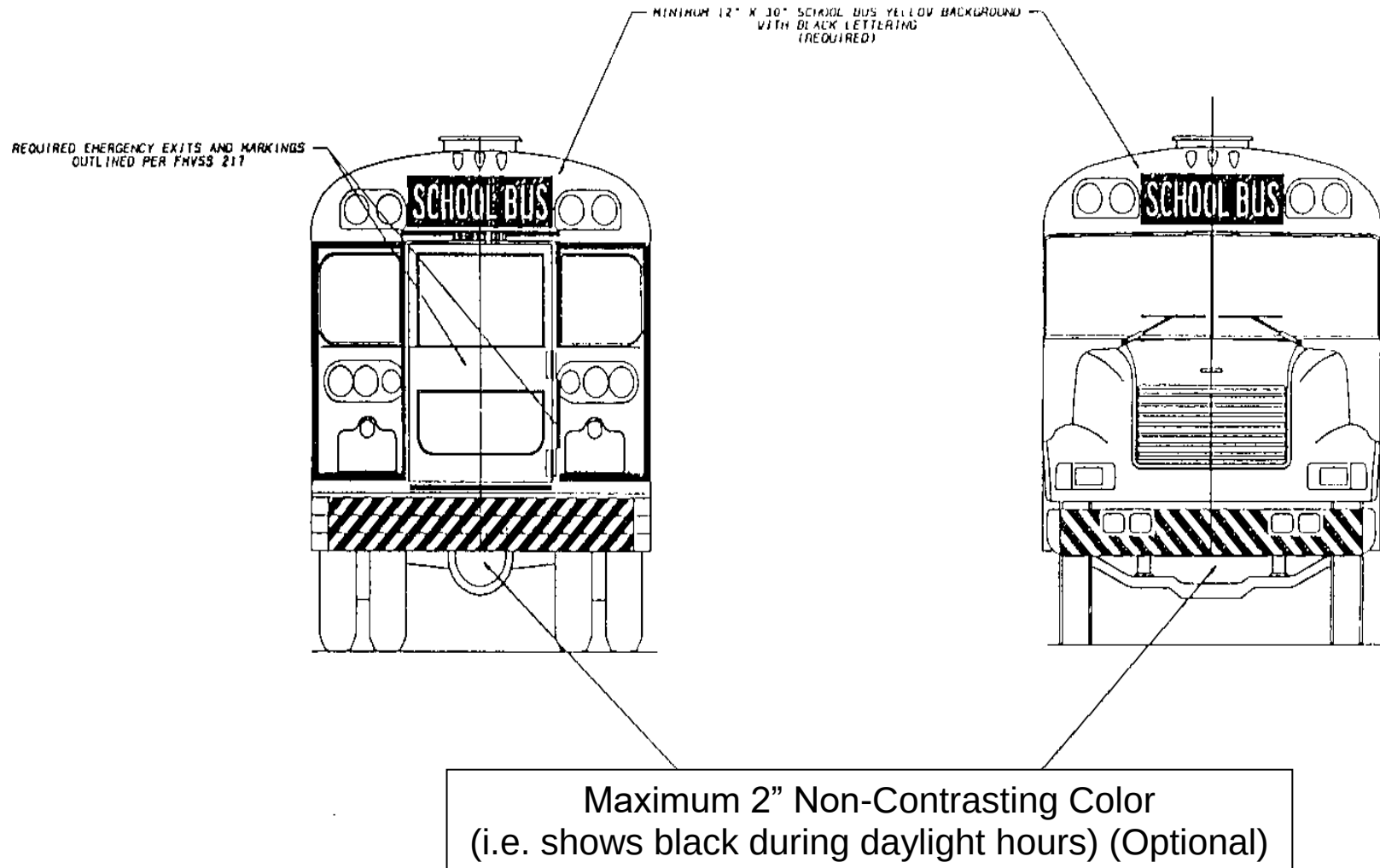
The daytime color of the RETRO REFLECTIVE sheeting used to enhance school bus safety requires different color tolerances in order to assure optimum safety benefit as well as to be consistent with the color of the school bus.

The color of the RETRO REFLECTIVE sheeting shall conform to the table below when samples applied to aluminum test panels are measured as specified in ASTM E1164. For colorimetric measurements, material is illuminated by Standard Illuminant D65 at an angle of 45 degrees with the normal to the surface the observations are made in the direction of the normal (45/0 degree geometry). The inverse (0/45 degree geometry) with the illuminant at the normal to the surface and the observations at 45 degrees with the normal to the surface may also be used. For materials which are directionally sensitive (e.g. prismatic sheeting), the colorimetric measurements are made using circumferential illumination and viewing and the various measurements are averaged. Calculations shall be done in accordance with ASTM E308 using the CIE 1931 (2 degree) Standard Observer.

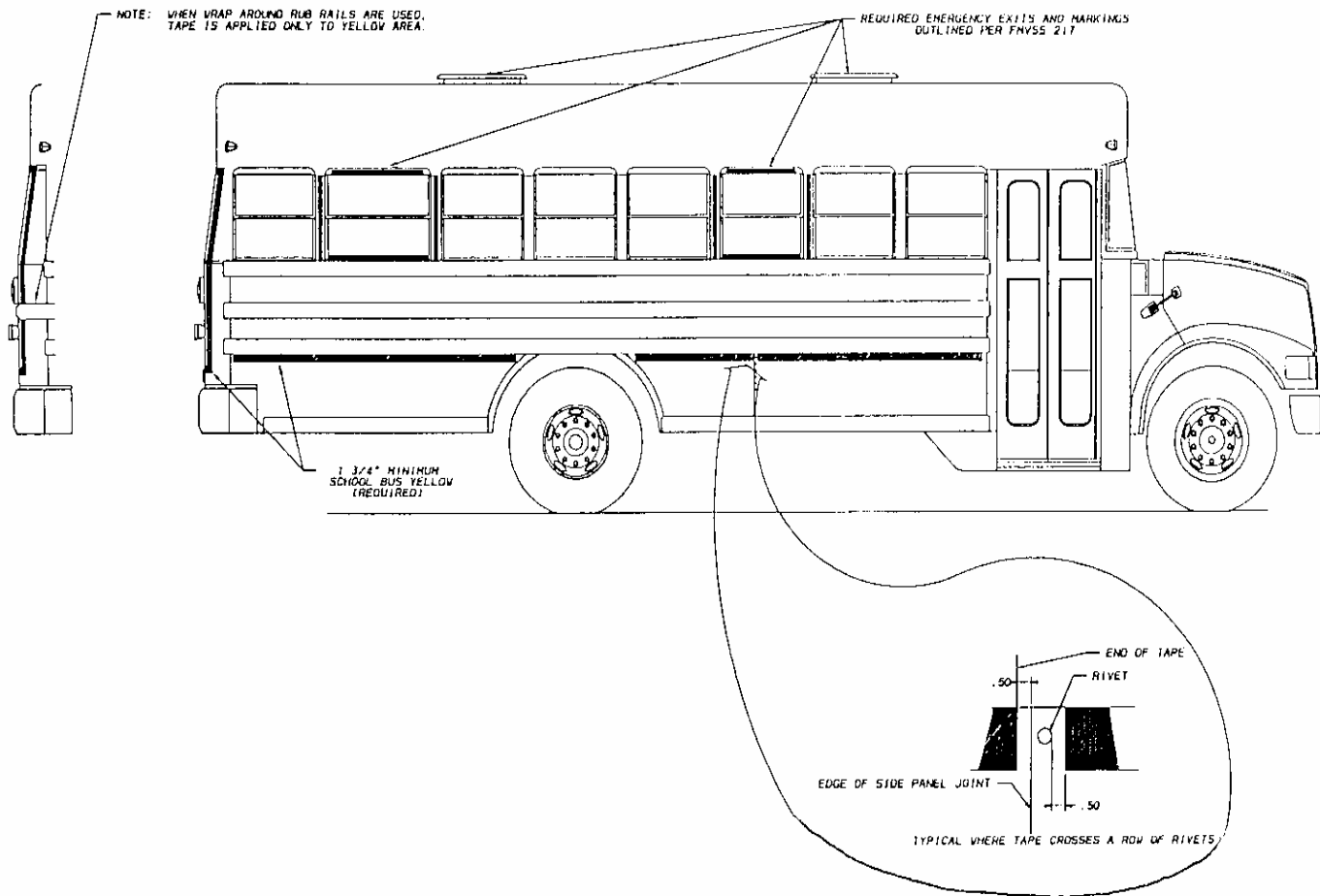
RETRO REFLECTIVE SHEETING DAYTIME COLOR
CHROMATICITY COORDINATES OF CORNER POINTS
DETERMINING THE PERMITTED COLOR AREA

Yellow	X	0.484	0.513	0.517	0.544
	Y	0.455	0.426	0.482	0.455
Luminance Factor (Y%)		Minimum	10.0		
		Maximum	36.0		

APPENDIX F - RETRO REFLECTIVE SHEETING



APPENDIX F - RETRO REFLECTIVE SHEETING



PLACEMENT OF RETROREFLECTIVE MARKINGS

APPENDIX G – REFERENCE LIST

Reference

American National Standards Institute
1430 Broadway
New York, NY 10018

School Bus Manufacturers Institute
Division of Truck Body & Equipment Association
4907 Cordell Avenue
Bethesda, MD 20814
(301) 652-8004

ASME International
Three Park Avenue
New York, NY 10016-5990
(212) 591-7740
<http://www.asme.org>

School Bus Manufacturer's Technical Council
Nat'l Association of State Directors of Pupil Transportation
116 Howe Drive
Dover, DE 19901

Society of Automotive Engineers (SAE)
400 Commonwealth Drive
Warrendale, PA 15096
(412) 776-4841

Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, IL 60062

National School Transportation Specification & Procedures
Missouri Safety Center
Central Missouri State University
Humphreys Suite 201
Warrensburg, MO 64093
(660) 543-4830

APPENDIX G – REFERENCE LIST (con't)

Reference

National Fire Protection Agency
1 Batterymark Park
P.O. Box 9101
Quincy, MA 02269
<http://nfpa.org>

U.S. Department of Commerce
Office of Product Standards Policy
National Bureau of Standards
Washington, D.C. 20231
<http://commerce.gov>

Department of Transportation
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington DC 20590
<http://www.fhwa.dot.gov/>

International Electrotechnical Commission
OEC Regional Centre for North America
446 Main Street
16th Floor
Worcester, MA 01608
<http://www.iec.ch/>

ASTM International
100 Barr Harbor Dr.
PO Box C700
West Conshohocken, PA 19428-2959
<http://www.astm.org>

National Highway Transportation Safety Agency (NHTSA)
1200 New Jersey Avenue, SE
Washington DC 20590
<http://www.nhtsa.gov>

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

When working on or around a vehicle, the following general precautions should be observed at all times:

- A. Park the vehicle on a level surface, apply the parking brakes and always block the wheels.
- B. Always wear safety glasses and other appropriate safety gear.
- C. Stop the engine and remove ignition key when working under or around the vehicle.
- D. When working in the engine compartment, the engine should be shut off and the ignition key should be removed. Where circumstances require that the engine be in operation, **EXTREME CAUTION** should be used to prevent personal injury resulting from contact with moving, rotating, leaking, heated or electrically charged components.

BODY EXTERIOR

- A. Visually inspect the body exterior to ensure that there is not any panel, rub rail or trim that is loose, torn, dislocated or protruding from the surface of the bus that would create a hazard.
- B. All engine, battery or other doors must be securely mounted and properly installed.

BODY INTERIOR

Aisle

- A. Visually inspect the aisle to ensure that all aisles, including aisle (or passageway between seats) leading to emergency door are a minimum of 12 inches.
- B. Visually inspect to ensure that there are no obstructions in an aisle that would prevent passengers from egress to emergency exits.
- C. On school buses with a side emergency door, check that aisle space from center aisle to side of emergency door is 12 inches by measuring between the vertical line of the seat back and the face of the next seat cushion or bottom of a flip seat.
- D. On buses equipped with flip up seats, inspect to ensure the seat cushion rises to a vertical position automatically when not occupied.

Door, Entrance

Visually inspect and operate entrance door and inspect door to properly open and close without any obstruction of movement. Inspect manually operated door to make sure door will maintain an open and closed position. Door shall not have any locking device except for interlock systems. On power-operated entrance doors, the emergency release valve, switch or device to release the entrance door must be placed above or to the immediate left or immediate right of the entrance door and must be clearly labeled.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

Floor

Visually inspect floor covering, aisle and cove molding strips for condition and adhesion. Check fastening holes for cracks, and check condition of rubber in aisle to ensure that there are no unsealed holes or cracks through the underside of the bus and that there is no damage to the coverings which could cause a trip or slip hazard.

Handrail

Handrail must be securely mounted and all OEM hardware present. Perform the NHTSA *Nut and String Test* as described and illustrated below.

Nut and String Test

The Handrail Inspection Tool and Procedure

The inspection tool is inexpensive and the procedure for detecting potentially fatal handrail designs is quite simple. The inspection tool is a standard $\frac{1}{2}$ inch hex nut measuring $\frac{3}{4}$ inch across the flats. This nut is tied to $\frac{1}{8}$ inch thick cotton cord measuring 36 inches in length with overhand knots. The drawstring should have a minimum length of 30 inches, when tied to the nut and attached so that a pull of at least 10 pounds does not separate the nut from or break the drawstring.

Steps to conduct a handrail inspection are:

- Stand on the ground outside of the bus;
- Drop the inspection tool between the handrail and step well wall, simulating the typical way students exit the bus;
- Draw the inspection tool through the handrail in a smooth, continuous slow motion; and
- Repeat this procedure several times (minimum of three times).



Note: It is important to drop the inspection tool over the handrail in such a way as to simulate a child exiting the bus. This is a drop-and-drag test. Do not create a snagging situation by placing the nut in an area that would not be exposed to a drawstring or other articles.

Inspection Results

Take the bus out of service and repair it if the inspection tool catches or snags anywhere on the handrail. If the nut separates from the drawstring or the drawstring breaks, reassemble the tool and retest. If the inspection tool pulls freely without catching or snagging, the bus should not be rejected.

Panels

Visually inspect all interior sidewall, rear, ceiling and driver's area paneling for secure fastening, projections or sharp edges and general condition.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

Seat(s) and Barrier(s)

- A. Visually inspect all seats and barriers to ensure that all are securely mounted and not loose or broken.
- B. All seats shall be forward-facing and securely fastened to the bus body. Passenger seat cushions shall be fastened to prevent the cushions from disengaging from the seat frames in the event of an accident. There shall be a minimum space of 24 inches between the forward surface of a seat back and the rear surface of the seat or barrier ahead measured across the seat cushion without depressing any surface. The forward surface may have side bolsters that briefly reduce the width to less than 24 inches provided the remainder of the seat measures at least 24 inches.
- C. Seats and barriers should appear symmetrical. Seats/barriers that do not appear symmetrical should be physically inspected to ensure seat covering and/or padding is not significantly compromised and complies with FMVSS 571.222.

Seat, Driver

- A. Visually inspect driver's seat to ensure that it is securely fastened to the vehicle.
- B. Visually inspect the driver's seat for its ability to maintain the adjusted position. Inspect driver's restraining device (seat belt) for fraying, attaching hardware and the capacity of the seat belt for maintaining the driver in the seated position.

Stepwell

Visually inspect the stepwell for the condition of support structure to ensure structural stability. Inspect stepwell treads to ensure proper securing and adhesion to stepwell. Visually inspect step treads for any excessive worn areas that may pose a tripping or slip hazard.

BRAKE SYSTEMS

Air System

- A. With full system air pressure, depress the brake pedal and inspect each wheel end brake to determine if effective braking forces are applied to each wheel end brake. There should be no audible air loss at supply lines, fittings, valves or brake chambers.
- B. With full system pressure, make a single full service brake application with the parking brake and ignition off. Note the gauges and listen for air leaks. Release the service brake.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

- C. If an air leak is detected at any point in the inspection process, the inspector should check the vehicle's air loss rate following these procedures:
 - 1. Set engine at idle and release brakes;
 - 2. Reduce air pressure in reservoir to 80 psi;
 - 3. Make a full brake application with governor cut-in; and
 - 4. Check air pressure gauge after initial application for air loss. Air pressure should be maintained or increase. A drop in pressure indicates a serious air leak in the brake system.

Air Brakes Measurement

The following procedure is based on the applied stroke method for measuring the movement of the brake chamber push rod:

- A. Release the spring brakes and visually check each brake to ensure that it is in the normal released position.
- B. With the brakes released, make a mark where the pushrod exits the brake chamber.
- C. With the engine off, make a series of brake applications to reduce the reservoir pressure to between 90 to 100 psi.
- D. Apply and hold a full brake application (90 to 100 psi).
- E. Measure the distance between the mark and the face of the brake chamber. The difference between measurements is called the chamber applied stroke.

Note: Any brake that is beyond the re-adjustment limit will require repairs and/or adjustment. (See Table 1: *Brake Adjustment Specifications* below.)

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

Table 1: Brake Adjustment Specifications

Brake adjustment: Shall be less than those specifications contained herein relating to "Brake Adjustment Limit."
(Dimensions are in inches.)

CLAMP TYPE BRAKE CHAMBER DATA		
Type	Outside Diameter	Brake Adjustment Limit
6	4 1/2	1.25
9	5 1/4	1.375
12	5 11/16	1.375
16	6 3/8	1.75
20	6 25/32	1.75
24	7 7/32	1.75
30	8 3/32	2
36	9	2.25

"LONG STROKE" CLAMP TYPE BRAKE CHAMBER DATA		
Type	Outside Diameter	Brake Adjustment Limit
12	5 11/16	1.75
16	6 3/8	2.0
20 (2 1/2" Rated Stroke)	6 25/32	2.0
20 (3" Rated Stroke)	6 25/32	2.5
24 (2 1/2" Rated Stroke)	7 7/32	2.0
24+ (3" Rated Stroke)	7 7/32	2.5
30	8 3/32	2.5

DD-3 Brake Chamber Data		
Type	Outside Diameter	Brake Adjustment Limit
30	8 1/8	2.25
Note: This chamber has three air lines and found on motor coaches.		

Wedge Brake Data	
The combined movement of both brake shoe lining scribe marks shall not exceed 1/8 inch (3.18mm).	

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

Brake Shoe/Pad/Lining

- A. Visually inspect all brake linings/shoes/pads. Linings may be checked through inspection slots. All shoes/pads/linings shall comply with the applicable standards.
- B. The brake lining/pad thickness shall not be less than $\frac{3}{16}$ inch at the shoe center for a shoe with a continuous strip of lining, less than $\frac{1}{4}$ inch at the shoe center for a shoe with two pads, or worn to the wear indicator if the lining is so marked, for air drum brakes.
- C. The brake lining/pad thickness shall not be less than $\frac{1}{8}$ inch for air disc brakes, or $\frac{1}{16}$ inch or less for hydraulic disc brakes.
- D. Visually inspect the brake lining/pad to ensure that it is firmly attached to the shoe, is not cracked or broken, and that the friction surface is not saturated with oil, grease, or brake fluid.
- E. Visually inspect all brake components mounting hardware for any loose, cracked, broken or missing items. This inspection should be performed with the brakes released and with the brakes applied. It may be necessary to remove inspection access covers, brake dust covers or, in some instances, pull wheels and drums to accomplish the inspection.

Chamber Size

Visually inspect all brake chambers to ensure they are properly marked, in good operating condition, have no visible damage, and are properly matched. Chambers must be matched by size, type and stroke.

Drums/Rotors

- A. Visually inspect all brake drums/rotors for any external cracks that open when brakes are applied. (Do not confuse short hairline internal check cracks with flexural cracks.)
- B. Inspect for any portion of the drum/rotor missing or in danger of falling away.

Note: It may be necessary to remove inspection access covers, brake dust covers or, in some instances, pull wheels and drums to accomplish the inspection.

Hoses and Tubing

- A. Carefully perform a visual inspection of all system hoses, lines, and tubing.
- B. Inspect all hoses, lines, and tubing for any audible leak (if air), or visible leak (if hydraulic), any bulging/swelling when the system is pressurized, any hose, line, or tubing is cracked, broken or crimped in such a manner as to restrict flow, any hose abraded (chafed) through outer cover to fabric layer or any line/tubing, and for proper securement and support.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

Hydraulic Brakes Measurement

- A. With the brake pedal in the full upright position, the inspector shall measure the distance between the brake pedal and the floor or firewall. With the engine running, a single firm brake application shall be made and the distance between the brake pedal and the floor or firewall shall be measured a second time. The difference shall be recorded.
- B. With vehicle stopped and engine running, depress brake pedal. The system must be able to maintain brake pedal height under moderate foot force (40-60 pounds) for one minute without pumping. With vehicle in stopped position and brake pedal depressed under moderate foot force (40-60 pounds) there should be a minimum of $\frac{1}{3}$ of the total available pedal travel (manufacturer's specification) remaining on nonpowered systems.

Hydraulic Brake System

- A. With the engine off, turn the ignition switch to the "on" position and check the instrument panel for visible and audible warning signals to indicate system malfunction. If bus is equipped with vacuum assist, it shall have a visible warning signal and gauge to indicate any loss of vacuum. Audible signals must be loud enough to be heard over engine noise.
- B. Visually inspect the master cylinder to determine if it is below the minimum fill requirements, is leaking, is loose or improperly mounted.
- C. Visually inspect the hydraulic fluid reservoir level in the master cylinder unit. Inspect for any fluid leaks on wheel cylinders/calipers, master cylinders, hose connection and hydrovac and on buses using vacuum-assisted brakes. Check for brake fluid around the brake booster between the booster and firewall.

Parking Brake

- A. With the engine operating and the park brakes set, place the transmission in both forward and reverse gears to determine if brakes will hold vehicle stationary.
- B. Visually and physically check condition of parking brake system and parking brake warning light.

Pedal Reserve

- A. With the brake pedal in the full upright position, the inspector shall measure the distance between the brake pedal and the floor or firewall. With the engine running, a single firm brake application shall be made and the distance between the brake pedal and the floor or firewall shall be measured a second time. The difference shall be recorded.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

- B. With vehicle stopped and engine running, depress brake pedal. The system must be able to maintain brake pedal height under moderate foot force (40-60 pounds) for one minute without pumping. With vehicle in stopped position and brake pedal depressed under moderate foot force (40-60 pounds) there should be a minimum of $\frac{1}{3}$ of the total available pedal travel (manufacturer's specification) remaining on nonpowered systems.

Power Assist Unit

- A. Electric/Hydraulic Assist: With engine off, depress the brake pedal. The electric/hydraulic brake assist motor must operate.
- B. Hydrovac Assist: With engine off, the driver shall pump the brakes to exhaust all reserve. Hold firm pressure on the brake pedal and start the engine. The pedal should fall slightly. Failure of the pedal to fall slightly indicates a malfunction of the power assist unit.
- C. Hydro-boost: After 2-3 brake applications with the engine off, start the vehicle while maintaining pressure on the brake pedal. The pedal should push briefly, and then fall as the power assist engages.

Slack Adjuster Length

Measure from the center of the S-cam to the center of the push rod clevis pin. All slack adjusters on a single axle shall be of the same type and length.

DIFFERENTIAL

The Inspector shall visually inspect the differential and differential housing for cracks and leaks. Careful attention shall be made to the areas of mounting attaching hardware and wheel end areas. Housing vent shall be inspected to ensure that it is not clogged and is functional by twisting the vent cap by hand.

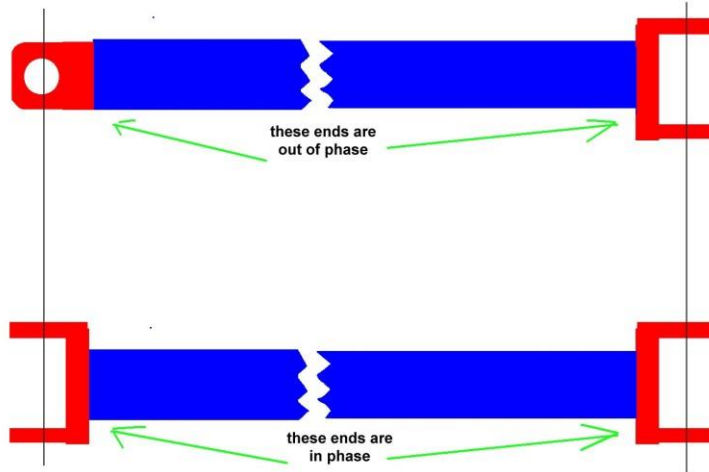
APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

DRIVESHAFT

- A. Visually and physically inspect each segment of the driveshaft and associated hardware. Inspect for bends, cracks, missing weights or debris entangled in the shaft.

Each shaft more than 18 inches long shall be equipped with a suitable guard to prevent an accident or injury in the event of its fracture or disconnection. The inspector shall check to ensure that the driveshaft guards are not loose, bent or missing.

- B. Visually and physically inspect each universal joint and center bearing. The universal joint(s) and center bearing(s) shall not be loose or worn and shall have all attaching hardware securely fastened. The inspector shall check for lateral and vertical movement of the universal joints and center bearing by grasping the universal joint and attempting to move the joint laterally and vertically. Inspector shall inspect universal joints for substandard or welded repairs.



- C. Visually inspect driveshaft for proper phasing. (See illustration.)

ELECTRICAL/BATTERY

Battery

- A. Visually and physically inspect that the battery(ies) is(are) securely mounted and no signs of leaking, or excessive corrosion.
- B. Crank engine to ensure adequate battery capacity to start engine.

Cables

- A. Visually inspect all electrical cabling and wiring for chafed, frayed, damaged or burnt insulation.
- B. Visually and physically inspect for corroded or loose connections at the battery terminals. Inspect for unsuitable insulation to electrical cabling.
- C. Inspect for missing or damaged protective grommets insulating all electrical cables through metal compartment panels. All electrical cabling passing through a metal surface shall pass through an insulated grommet as to provide adequate protection against chaffing and shorting.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

- D. Visually and physically inspect for any broken or unsecured mounting of electrical components.
- E. Visually and physically inspect electrical cabling for securement, routing or any unsecured wiring that may cause chafing or frayed conditions.

Windshield Wipers

Operate wiper and washer system. The wiping system should be power-driven with at least two speeds and should be able to clean the area of the windshield within the wiping pattern. Wipers should operate with a minimum of 45 cycles per minute.

EMERGENCY EQUIPMENT

- A. Visually inspect that the fire extinguisher is readily accessible to the driver and passengers, that it is fully charged of proper type and size, is properly secured and has a working pressure gauge.
- B. Visually inspect any other state-required equipment such as first aid kits, body fluid kits, webbing cutters and emergency reflectors and ensure that these items are fully stocked, functional and properly secured.

EMERGENCY EXITS

- A. Visually inspect all emergency exits.
 - 1. Operate all emergency exits. Exits must open freely and completely.
 - 2. Door prop rods must operate freely and hold door or exit in open position without obstructing exit.
 - 3. There shall be no padlocks or any other locking devices on exits except interlocking systems.
- B. Visually inspect all exits to ensure they are clearly labeled and marked on both the inside and outside of the bus.
- C. Ensure that all exits have an audible device to alert the driver of an open exit door or window.

Note: FMVSS 571.217 defines the number of exits for each type of bus.

ENGINE

- A. Visually inspect engine and surrounding components for evidence of fluid leaks and loose or damaged components. Inspector shall start engine. While engine is operating, inspector shall visually and audibly monitor engine for proper operation, leaks and unusual noises of engine or components.
- B. Inspect cooling fan per manufacturer's recommendations.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

- C. Visually and physically inspect all drive belts for proper alignment and tension per manufacturer's recommendations. All belts shall be free of cracking, frays, fluid, glazing and excessive wear. Inspect belt-tensioner per manufacturer's recommendations.
- D. Visually inspect all hydraulic, coolant, fuel and pneumatic hoses for damage, proper routing, proper type and proper securement. Hoses shall be routed in such a way as to avoid contact with exhaust, rotating or moving engine components or sharp edges. Hoses shall not be cracked, leaking, swollen or chaffed.

EXHAUST SYSTEM

- A. Visually and audibly inspect the complete exhaust system including muffler, diesel particulate filter (DPF) and diesel oxidation catalyst (DOC) for leaks, restrictions and damage and to ensure that exhaust is not discharging directly below the driver or passenger compartment. All exhaust emission control devices shall be installed and operating per the manufacturer's recommendations.
- B. Inspect for the presence and condition of heat shielding over and around all piping, and components where specified by vehicle manufacturer.
- C. Visually and physically inspect all exhaust system mounting hardware for loose, missing or damaged components and that it is securely attached. Inspect to ensure that all clamps are in place and secure.
- D. Visually inspect exhaust system for indications of, and areas likely to result in, burning, charring or damaging the electrical wiring, the fuel supply or any combustible part of the vehicle.

FUEL SYSTEM

- A. Visually inspect all parts of the fuel tank, fuel tank cage and fuel system to include lines, hoses, filters, fill cap and fittings for indications of damage or leaks.
- B. Visually and physically inspect fuel lines and hoses for proper securement, routing and missing or loose clamps that may cause chafing or come in contact with electrical components.

LAMPS/SIGNALS

- A. Visually inspect all lamps, such as brakes, turn signals, tail, head (low beam), overhead warning lights (amber and red), hazard warning and stop arm lights to ensure proper visibility and operation. Turn signals should flash at a rate of 60 to 120 times per minute.
- B. Inspect that the horn functions and is audible from approximately 200 feet away.
- C. Inspect the crossing control device, if equipped, for proper operation (e.g., that it extends and retracts as designed).

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

MIRRORS

Visually inspect all mirrors to identify any mirror that is damaged, clouded or otherwise has an obscured area. All mirrors should hold a set adjustment. All mirrors should be directed to view the intended area for which they are designed.

STEERING SYSTEM

Ball and Socket Joints

- A. With the bus on the ground, the inspector shall examine the ball joint nut stud for movement while the steering wheel is being rocked in a back-and-forth action. The inspector shall examine the ball/socket joint for weld repairs.
- B. Check for lateral and vertical movement by grasping the tie rod and drag link sockets attempting to laterally and vertically move the ball joint. (Rotational movement will not be considered.) Any motion other than rotational, greater than $\frac{1}{8}$ inch that can be detected by movement with two hands with moderate strength in any connecting joint is a defect.

Front Axle Beam

Visually examine the front axle beam for any obvious bend or twist, any cracks, or any welded repair.

Hoses/Fluids

Visually examine the power steering fluid reservoir for proper fluid level. With the system operating, inspect all system components, hoses and fittings for leaks.

Nuts

Visually examine all tie rods, pitman arm, drag link, steering arm and tie rod arm for looseness and missing fasteners.

Pitman Arm

- A. While the steering wheel is being rotated in a back-and-forth motion; visually inspect the pitman arm and output shaft connection for looseness at the output shaft joint.
- B. The pitman arm shall also be inspected for damage, cracks or welded repairs.

Power Steering

- A. The inspector shall manually manipulate the auxiliary power assist cylinder to check for looseness. The inspector shall start the bus and rotate the steering wheel in a back-and-forth action to ensure the power steering pump is operable.
- B. With the engine stopped inspect the system drive belt(s) for any fraying, cracks or fluid saturation. Check belt tension. On units equipped with automatic tensioner ensure that tensioner moves freely.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

- C. Inspect the fluid reservoir while at operating temperature to ensure that the fluid level is not below add mark. Inspect for signs of fluid leakage.

Steering

- A. Visually inspect for any modification or other condition that interferes with free movement of any steering component. Turn steering wheel through a full right and left turn and feel for binding or jamming conditions. Both front wheels must be capable of being turned to full right or full left without binding or interference.
- B. Inspect turn stops by observing for shiny spots and/or signs of wear due to contact with other vehicle components on the sides of tires, drag links, pitman arm, shock absorbers or brake lines.

Steering Column/Wheel

- A. Inspect steering column for any looseness in bolts, clamps, positioning parts or universal joints. Inspect flexible coupling in steering column (if the vehicle is so equipped) for excessive misalignment and tightness of clamp bolt or nut.
- B. The steering column and components shall also be inspected for damage, cracks or welded repairs. Inspect steering wheel to ensure that it is properly positioned and secured.
- C. Place steering axle wheels in a straight ahead position have an assistant turn the steering wheel until movement is observed at the left road wheel and measure the steering wheel movement from starting position to wheel movement position. Compare this measurement to the applicable listing in Table 2: *Steering Wheel Free Play*, below.

Table 2: Steering Wheel Free Play

Steering Wheel Free Play: Steering wheel free play shall not exceed the requirements listed in the following chart:

Steering Wheel Diameter	Manual System Movement 30	Power System Movement 45
16" (41cm)	2" (5.1cm)	4 1/2" (11.5cm)
18" (46cm)	2 1/4 " (5.4cm)	4 3/4" (12cm)
20" (51cm)	2 1/2" (6.4cm)	5 1/4" (13.5cm)
22" (56cm)	2 3/4" (7cm)	5 3/4" (14.5cm)

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

Steering Gear Box

- A. Visually examine the steering gear box for any loose, damaged or missing mounting bolts. Inspect for cracks in the gear box, mounting brackets or any obvious welded repairs.
- B. While having an assistant rock the steering wheel back-and-forth; visually inspect the steering shaft and gear box for any looseness where the steering gear box is mounted to the frame. Visually inspect steering shaft coupler for cracks, damage or looseness.
- C. With the engine operating inspect for excessive fluid and/or oil leak (observable movement of fluid).

Tie Rods/Drag Links

- A. While having an assistant to rock the steering wheel back-and-forth, visually inspect the tie rod ends, crossbar, and drag links for any looseness at the steering linkage pivot points.
- B. Check for lateral and vertical movement by grasping the tie rod and drag link sockets attempting to laterally and vertically move the ball joint (rotational movement will not be considered). Any motion, other than rotational, greater than $\frac{1}{8}$ inch that can be detected by movement with two hands with moderate strength in any connecting joint is a defect.
- C. Check crossbar for structural damage and crossbar clamps for secure mounting.

SUSPENSION COMPONENTS

Axle Parts/Members

- A. Visually and physically inspect all front and rear axle components. Inspect all U-bolts and other suspension to axle mounting hardware for cracks, breaks, looseness or improper type.
- B. Inspect axle, axle housing, spring hanger(s), shackles or other axle components for alignment, cracks, breaks and loose or missing items that could result in shifting of an axle from its normal position.
- C. Inspect front axle beam for signs of improper repair (e.g., welding or heating).
- D. Inspect for any worn (beyond manufacturer specifications) or improperly assembled U-bolt, shock, kingpin, ball joint, strut, air spring or positioning components.
- E. Inspect all leaf spring hangers, hanger assemblies or portions of leaf for broken, separated, sagging, bent, abnormally worn (beyond manufacturer specifications), shifted or missing components.
- F. Inspect pins and bushings for wear, off-center spring eye, rubbing shackle or nonsymmetric joints. Inspect for any broken, weak or damaged coil spring and mounting assemblies.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

- G. Visually and physically inspect all hydraulic shock absorbers for leaks, looseness, damage or missing components.
- H. Inspect air suspension (if equipped). Observe that the vehicle is lifting level. With the air system fully charged, inspect for any audible or visual air leakage at the air spring assembly, supply hoses and connections.

Caution: Inspector should use caution whenever underneath the vehicle. There may not be sufficient room underneath the vehicle should a problem occur with the air suspension system.

Bumpers

Visually inspect front and rear bumpers for missing attaching hardware or broken hardware. Ensure bumpers are properly mounted and secure and that there is no point protruding beyond the confines of the vehicle so as to create a hazard.

Chassis/Frame/Unibody

- A. Visually inspect frame for cracks, loose attaching hardware, sagging, broken, or unapproved welds to frame side rail or flange.
- B. Visually and physically inspect for body hold-down components for damage that would permit the shifting of the body.
- C. Inspect for cracked, loose, bent, broken or unapproved welds to frame member that affect support of functional components (e.g., steering gear, engine, transmission, body parts or suspension). Welding to frame should be performed only by manufacturer or designee.

Note: Inspect for any crack 1 ½ inch or longer in the frame side rail web which is directed toward bottom flange or any crack extending from the frame side rail web around the radius and into the bottom flange.

Crossmembers

- A. Visually and physically inspect all crossmembers, attaching hardware and other structural supports for cracks or deformations. Visually inspect for three or more adjacent cross members that are missing, broken, damaged or loose.
- B. Inspect any area of the floor that is sagging, weak or damaged due to broken, damaged or loose crossmembers.

Outriggers/Body Supports

Visually inspect all outriggers and attaching hardware for cracks, missing bolts and damage.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

TIRES/WHEELS/HUBS

Hub & Assemblies

- A. Visually inspect kingpin and wheel bearing assemblies for looseness, damage, missing or loose fasteners. This shall include locking pins, draw keys, caps and bearings.
- B. Physically inspect kingpin and bearing assemblies for play as follows: with the tire raised off the ground, grasp tire at top and attempt to move the wheel assembly in and out. If movement is present, inspector can help to identify the source by following this procedure:

Have an assistant fully apply brakes while rechecking play. If movement disappears with brakes applied, then play is in the wheel bearings. If movement remains, it is most likely in the kingpin area. Assembly shall not have excessive kingpin play that exceeds .250 inch measured at outside edge of tire or wheel bearing movement that exceeds .010 inch measured at bearing hub.
- C. Visually inspect A-frames and bushings on Type A vehicles. Inspect bushings for wear, cracking, splitting, or severe extrusion from suspension parts.
- D. For vehicles equipped with "wet hubs" or oil bath hubs the inspector should visually check the site glass for lubricant level.

Tire Inflation

- A. Visually inspect that tires are properly inflated and do not have noticeable leaks. (See 393.76 (h)(1),(2).) If pressure is questionable, inspector shall use a tire pressure gauge to verify pressure.
- B. Visually inspect valve stem for damage and presence of valve cap.

Tire Sidewall

Inspector shall inspect tire sidewall for cuts, wear and any observable bumps or bulges.

Tire Tread Depth

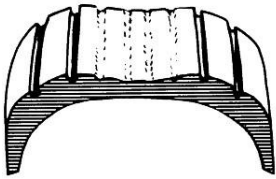
- A. Visually inspect for any front tire worn to less than $\frac{4}{32}$ inch.
- B. Visually inspect for any rear tire worn to less than $\frac{2}{32}$ inch.
- C. If a visual inspection cannot determine that the tire meets the minimum depth requirement, the inspector shall use a commercial tire depth gauge to verify tread depth.

Tire Type

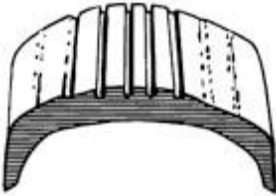
- A. Visually inspect the steer axle (front) to ensure that no recapped, re-grooved tires are present.
- B. Visually inspect tires for improper wear patterns. (See Tire Wear Chart below.)

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

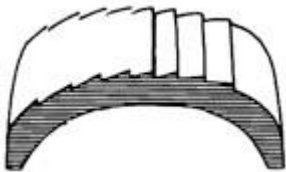
- C. Check proper type (i.e., load range, size, mismatched on axle).



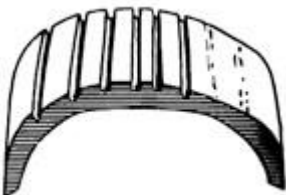
Over Inflation: Excessive wear at the center of the tread indicates that the air pressure in the tire is consistently too high. The tire is riding on the center of the tread and wearing it prematurely. Many times, this visual method of inflation (inflating the tires up until there is no bulge at the bottom) is at fault; tire inflation pressure should always be checked with a reliable tire pressure gauge.



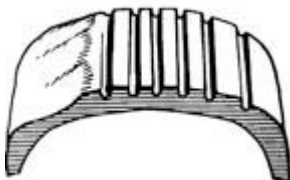
Under Inflation: This type of wear usually results from consistent under inflation. When a tire is under inflated, there is too much contact with the road by the outer treads, which wear prematurely. Tire pressure should be checked with a reliable pressure gauge. When this type of wear occurs, and the tire pressure is known to be consistently correct, a bent or worn steering component or the need for wheel alignment could be indicated. Bent steering or idler arms cause incorrect toe-in and abnormal handling characteristics on turns.



Feathering: Feathering is a condition when the edge of each tread rib develops a slightly rounded edge on one side and a sharp edge on the other. By running your hand over the tire, you can usually feel the sharper edges before you'll be able to see them. The most common cause of feathering is incorrect toe-in setting, which can be cured by having it set correctly. Occasionally toe-in will be set correctly and this wear pattern still occurs.



Side Wear: When an inner or outer rib wears faster than the rest of the tire, the need for alignment is indicated. There is excessive camber in the front suspension, causing the wheel to lean too much to the inside or outside and putting too much load on one side of the tire. Misalignment could be due to sagging springs, worn ball joints, worn control arm bushings or worn kingpin bushings.



Cupping: Cups or scalloped dips appearing around the edge of the tread on one side or the other, almost always indicate worn (sometimes bent) suspension parts. Adjustment of wheel alignment alone will seldom cure the problem. Any worn component that connects the wheel assembly to the vehicle (ball joint, kingpins, wheel bearing, shock absorber, springs, bushings, etc.) can cause this condition. Occasionally, wheels that are out of balance will wear like this, but wheel imbalance usually shows up as bald spots between the outside de edges and center of the tread.

Wheels/Rims/Spiders

- A. Inspector shall inspect all nuts, bolts, studs, lugs and holes for damage. Visually inspect for broken, damaged, missing or loose fasteners. Rust around fasteners or on rim surface is sometimes an indication of cracked or loose mounting hardware.
- B. Visually inspect rim for, cracks, welds or broken components. Visually inspect for any lock or slide ring that is broken, cracked, improperly seated, sprung or has mismatched rings.

APPENDIX H - MINIMUM INSPECTION CRITERIA FOR SCHOOL BUSES

WHEELCHAIR LIFT-EQUIPPED VEHICLES

- A. Visually inspect and operate wheelchair lift to ensure proper function as designed. Inspect for any leaks that would hinder the operation of the lift.
- B. Inspect all safety systems of the wheelchair lift (e.g., hand rails, ramp stops, etc.) and ensure that they are functioning as designed and in compliance with FMVSS 403 and 404.
- C. Ensure that all pinch points are protected from seated passengers.
- D. Visually inspect all wheelchair and occupant securement devices to ensure none are missing or broken and that straps are not frayed.
- E. Inspect that all components for each wheel chair position are compatible in accordance with manufacturers' specifications.
- F. Visually and physically inspect all anchorage points, tracking and fasteners for securement.

WINDOWS

- A. Any glass or glazing that is broken through or missing (393.60);
- B. Any glass not of approved type [393.60(a)];
- C. Windshield has discoloration or other damage in that portion extending upward from the height of the topmost portion of the steering wheel, but not including a two-inch border at the top and a one-inch border at each side of the windshield or each panel thereof, except as follows:
 - 1. Color or tint applied by the manufacturer for the reduction of glare;
 - 2. Any crack not over $\frac{1}{4}$ inch long, if not intersected by any other crack;
 - 3. Any damaged area, that can be covered by a disc $\frac{3}{4}$ inch in diameter, if not closer than three inches to any other such damaged area;
 - 4. Driver's side area window(s) have chips, clouding, or cracks that obscure the driver's vision [393.60(c)]; or
- D. No operable defrosting and defogging system to clear the driver's windshield (571.103).

APPENDIX I- MECHANIC'S PUPIL TRANSPORTATION VEHICLE INSPECTION REPORT

This report is included as an example and details minimum Inspection Points. Schools/contractors may include additional inspection points to this report. This form is to be kept in your school records and made available upon request. **This Checklist Indicates Compliance with Rule 92 Inspection Criteria**

District/System:			County District #:	
Vehicle Year:	Make of Chassis:	Make of Body:	Capacity:	VIN No:

	First Quarter Date:		Second Quarter Date:		Third Quarter Date:		Fourth Quarter Date:	
	Approved		Approved		Approved		Approved	
	Yes	No	Yes	No	Yes	No	Yes	No
Brakes								
Steering								
Suspension Components								
Bus Chassis/Frame								
Exhaust System								
Drive Shaft/Differential								
Engine & Fuel System								
Tires/Wheels/Hubs								
Electrical System								
Windshield Wipers								
Bus Interior, Floors and Seats (buses only)								
Doors, Steps, and Handrail								
Emergency Door/Hatches (buses only)								
Windows								
Heaters, Defrosters								
Mirrors and Bus Exterior								
Lights, Lamps, Signals								
Stop Signal Arm (buses only)								
Emergency Equipment:								
Fire Extinguisher								
First Aid/Body Fluid Kit								
Emergency Reflection								
Wheel Chair Lift Equipment (if equipped)								

APPENDIX I - MECHANIC'S PUPIL TRANSPORTATION VEHICLE INSPECTION REPORT

First Quarter

☐ Approved

☐ Not Approved

DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

Second Quarter

☐ Approved

☐ Not Approved

DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

Third Quarter

☐ Approved

☐ Not Approved

DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

Fourth Quarter

☐ Approved

☐ Not Approved

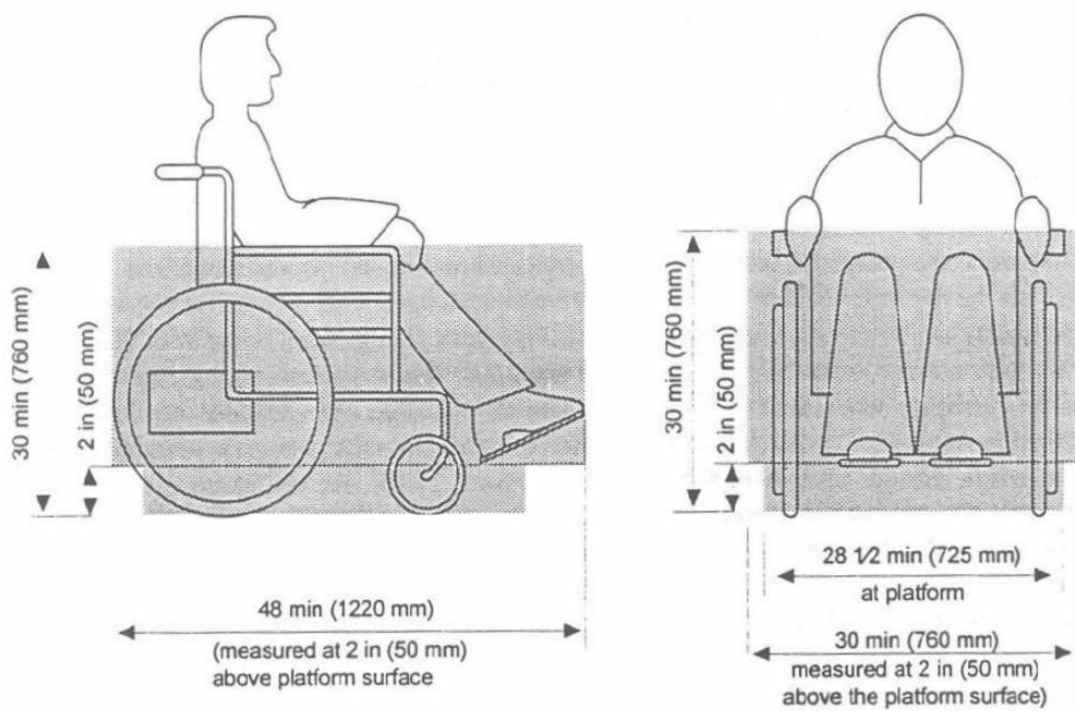
DESCRIPTION OF ITEMS NOT APPROVED:

This pupil transportation vehicle was inspected by: (Signed) _____ Date: _____
School Appointed Mechanic

Date non-compliant items were corrected: _____
(Signed) _____
School Appointed Mechanic

APPENDIX J

Wheelchair or Mobility and Envelope



WHEELCHAIR OR MOBILITY AND ENVELOPE

Pupil Transportation Guide



Nebraska Department of Education May 1, 2024

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. For comments regarding this document contact nde.guidance@nebraska.gov



Approximately **100,000** Nebraska schoolchildren are transported each day between home and school in pupil transportation vehicles. These vehicles could be school buses, vans, or cars. Pupil transportation vehicles annually travel almost 50,000,000 miles carrying Nebraska students to and from school and for activity trips. Since schoolchildren are transported so many miles each year, their safety depends on the dedicated men and women who accept the important responsibility of driving pupil transportation vehicles.

The primary role of the pupil transportation driver is ensuring the safe transportation of children to and from school and school-related activities. Drivers have many roles and responsibilities during the school year. Some of which include the following:

- Knowledge of the DMV "Rules of the Road,"
- Keen awareness of student welfare and safety,
- Full understanding of the proper use and care for a vehicle.

The construction and the safety equipment of pupil transportation vehicles are critical to providing safety to school bus occupants when an accident occurs. However, the pupil transportation vehicle driver often prevents these incidents each school day by their knowledge and driving skills.



**Nebraska
Safety Center**

EST. 1978

Pupil Transportation is a division of the Nebraska Safety Center at the University of Nebraska at Kearney campus. The Pupil Transportation program was created in May of 2000 through a contract with the Nebraska Department of Education to provide services regarding Nebraska Department of Education's administrative rule code. Located in West Center on the University of Nebraska at Kearney Campus, the **Nebraska Safety Center** was established by the Nebraska Legislature in 1978.

For more information:

Nebraska Safety Center

400C West Center

Kearney, NE 68849

bus@unk.edu

308.865.1550



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This document and related forms can be downloaded at
<https://www.education.ne.gov/fos/pupil-transportation/>

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Pupil Transportation Guide

Nebraska Department Of Education

Pupil transportation is an integral part of today's educational system. The pupil transportation vehicle driver is expected to present a strong role model for children, as well as to represent the school district before the public.

These drivers set an example of good driving practices and an attitude of professional responsibility that encourages the development of social responsibility among students. Good driving practices promote public confidence in school personnel and programs.

The safety of every student depends on the judgment and skill of the pupil transportation vehicle driver. Each time the driver sits behind the wheel, he or she has accepted the responsibility for the lives of many young people. A good pupil transportation vehicle driver must also be well informed. Teaching the driver to deal with all possible situations is a primary objective of a pupil transportation educational program.

The purpose of the Pupil Transportation Guide is to provide each pupil transportation driver in Nebraska with the basic information needed to develop the skills, attitudes, and knowledge for safe and efficient driving. It should be used as an educational tool and reference manual. It is not intended to take the place of any official publication.

For reference purposes, it is suggested that this guide be carried in each pupil transportation vehicle.



QUALIFICATIONS AND LICENSING

All pupil transportation vehicle drivers must meet the specific qualifications established by the employing district and requirements set by the Nebraska Department of Education. These statutory requirements must be met to ensure safe and effective operation of pupil transportation vehicles.

This guide has been developed based on rules and regulations found in Nebraska Department of Education Rule 91, *Regulations Governing Driver Qualifications, and Operational Procedures for Pupil Transportation Vehicles* and Rule 92, *Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles*. These Rules have been adopted pursuant to Section 79-318(13) of the Revised Statutes of Nebraska (R.R.S.).

Driver Qualifications needed for Pupil Transportation Vehicles

- Category A: Small Vehicle – Cars or Vans on Routes
 - ✓ 10 Passengers or Less (not including driver)
 - ✓ Class O Operator's License
- Category B: School Bus
 - ✓ 15 or Less Passengers (including driver)
 - ✓ Class O Operator's License
- Category C: School Bus (including driver)
 - ✓ 16 or more passengers
 - ✓ CDL with Passenger and School Bus Endorsements

The following requirements must be met to become qualified to drive a pupil transportation vehicle:

- Possess an appropriate valid operator's license (Class O or CDL)
- Be able to read and comprehend driving regulations and written test questions.
- Be a minimum of 18 years of age.
- Shall be of good moral character.
- Pass a medical examination.
- Complete all requirements of the Level I instructional Course.

- Complete the Pre-Service Evaluation and Road Test

Training Requirements for a new Pupil Transportation Driver

- Complete the Pre-Service Evaluation and Road Test which is the "Behind the Wheel" training and evaluation conducted by a pupil transportation driver that holds a valid school bus permit and a Commercial Driver's License (CDL).
- Small vehicle drivers on routes must complete the three-hour Level I Instructional course.
- Drivers of 14 passenger or larger buses must complete the 11-hour Level I Instructional Course.
- Substitute and volunteer pupil transportation vehicle drivers must meet the same requirements as a regular pupil transportation vehicle driver.

Before employment, the school (or employing agency) must obtain the following for each driver applicant:

- A record of satisfactory driving through the DMV as determined by the local board of education policy.
- A copy of the individual's driving record
- A criminal record of the driver applicant through the Nebraska State Patrol or local law enforcement agency

Level Waivers

An applicant may waive the Level I requirement for 60 days if the applicant receives the minimum score on the Level I waiver exam. The waiver exam is given online through the Nebraska Safety Center. Within 60 days of the waiver exam, the applicant must complete the Level I class. Level Waivers are also available for Level II courses.

Pre-Service Evaluation & Road Test Form

The forms for this evaluation are available on the Department of Education's Pupil Transportation website. This "pre-drive" needs to be completed and uploaded to the Nebraska Safety Center database before the driver can be considered "qualified" to drive a pupil transportation vehicle.

Learner's Permit for Commercial Vehicles (LPC)

If the vehicle requires the driver to hold a CDL, the applicant must hold a (LPC) prior to the Pre-Service Evaluation and Road Test. In order to obtain an LPC, the applicant must pass a general knowledge written test based on the information contained in the CDL Manual. The LPC is valid for six months. The CDL Manual is available online at the DMV website.

This permit allows the applicant to drive a school bus with no passengers on board (or a commercial vehicle) on roadways before he or she completes the requirements for a commercial driver's license. When a school bus is driven by a holder of an LPC, the school bus must not be carrying any passengers.

Medical Exams

The driver must pass a medical examination within 90 days completing training requirements. The physician documents this examination by completing a form prescribed by the Department of Transportation. This form (Medical Examination Report) is available on the Department of Education Pupil Transportation website. The medical exam is valid for two years *unless a shorter time frame is set by the medical examiner*. A driver must provide the school with a copy of the valid Medical Examiner's Certificate to maintain status as a qualified pupil transportation driver.

A driver is obligated to inform the school/employer if their Medical Exam Certificate

becomes invalid due to a medical issue. When the employer becomes aware that a driver's Medical Examiner's Certificate is no longer valid, the employer is required to remove the driver from duties as a pupil transportation driver until a valid Medical Examiner's Certificate has been provided.

CDL drivers who drive interstate are required to carry a copy of their Medical Examiner Certificates (the card) for 14 days. Contact the DMV for more information.

Training for Drivers of Small Vehicles for Activities

Level I/II Training is not required for drivers of small vehicles used for activity trips. These drivers must hold a valid Class O License and shall be provided instruction on emergency evacuation and first aid procedures by the school or employing agency. Schools are encouraged to notify their insurance carriers of these drivers.

Maintaining Status as a Pupil Transportation Driver

- Valid Medical Exam on file with the school/employing agency.
- Valid current Level I or Level II Instructional Course completion. Within five years of completing a Level I Program and each subsequent five-year period, the driver must attend the Level II instructional course administered by an instructor approved by NDE.
- Participate in the two-hour annual in-service training provided by the school/employing agency.

If more than five years have passed since completion of the Level 1 course, the driver must retake Level 1 to be eligible to drive a pupil transportation vehicle.

Responsibilities of School and Employing Agency

- Keep on file a valid Medical Examiner's Certificate for each driver that is employed.
- Remove driver from duties as a pupil transportation driver if a driver's Medical Exam Certificate becomes invalid. This driver must provide a valid Medical Exam Certificate before being allowed to drive pupil transportation vehicle.

- Keep on file the confirmation email from the Nebraska Safety Center documenting completion of Level Instructional Training for each driver. Review annually to confirm training continues to be valid. (Level training is required on a five-year cycle.)
- Annually obtain DMV driving records for each driver that is employed. Annually confirm that each driving record meets satisfactory driving criteria determined by local board policy.
- Obtain a criminal history on a five-year cycle for each driver. Certificated administrators and teachers are exempt.
- Provide annual in-service training to all drivers of pupil transportation drivers. This training must be at least two hours in length and must include the following topics:
 - Emergency Evacuations
 - Loading/Unloading
 - Student Management
 - Vehicle Inspections
 - Contents of the School's Safe Pupil Transportation Plan



Drug and Alcohol Use and Testing Requirements

A pupil transportation driver subject to CDL requirements is also subject to the drug and alcohol use and testing requirements found in 49 CFR Part 382 and Part 40 of the Federal Motor Carrier Safety Regulations.

The following is a general overview of the Federal Motor Carrier Safety Administration's (FMCSA) alcohol and drug testing rules for persons required to obtain a CDL. The information is intended to provide a general summary of the rules; it should not be relied upon to fulfill all legal requirements stipulated in the regulations. It does not contain many of the requirements or special circumstances detailed in the FMCSA and DOT rules.

Test Requirements for CDL

The following tests apply to all persons who are required to have a CDL for the type of vehicle being operated:

- **Pre-Employment:** This test is required, and negative results must be received before a driver is allowed to perform a safety sensitive function such as driving a school bus. The pre-employment test is only required for controlled substances. Alcohol testing is permitted.
- **Reasonable Suspicion:** This test is required when a trained supervisor/employer has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances.
- **Random:** This unannounced testing is based on a random selection of drivers. The selection must be made by a scientifically valid method and all drivers covered by this rule must have an equal chance of being tested. The names of drivers who are selected for testing must be kept confidential until such time that the carrier notifies the driver to take the test. Once the driver is notified, he/she must immediately proceed to the testing facility and undergo testing. Every driver's name that is selected for testing must be returned to the selection pool so that all drivers have an equal chance of being selected at any time.
- Random alcohol testing is also required by the DOT. However, random alcohol tests can only **be** administered just prior to a driver performing a safety-sensitive function, while performing a safety-sensitive function, or just after performing a safety-sensitive function.
- Random controlled substances tests can be conducted at any time the driver is notified.
- **Post-Accident:** This test applies to all CDL drivers who are involved in fatal crashes. The test must also be conducted on all CDL drivers who are cited for moving violations arising in a crash that requires a vehicle being towed or an injury requiring medical attention away from the scene. The alcohol test must be conducted within 8 hours and the controlled substances test must be conducted within 32 hours of the crash.

A driver who is selected and refuses to submit to a test must follow the requirements of 49 CFR Part 40, Subpart O. For information on the Federal Motor Carrier Safety Administration's Alcohol and

Drug Testing Regulations, visit their web site at <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/drug-and-alcohol-faqs>

In Service Training:

Employers must annually provide a minimum of two (2) hours of in-service training for all pupil transportation vehicle drivers that *at a minimum* includes the following:

- Emergency evacuation
- Loading/unloading
- Student management
- Vehicle inspections
- School's Safe Pupil Transportation Plan

The Nebraska Safety Center can provide this Training. Call 308.865.8256 to schedule.



OPERATING REGULATIONS

Pupil transportation vehicle operators are required to comply with operational requirements set by the Nebraska Department of Education and the DMV (DMV). These operating requirements are based on Nebraska statutes to ensure the safe transportation of Nebraska schoolchildren.

Any officer or employee of any school who violates any of these regulations or fails to include obligations to comply with these regulations in any contract executed by him or her on behalf of a school shall be guilty of a misdemeanor and is subject to removal from office or employment.

Any person operating a pupil transportation vehicle under contract with a school who fails to comply with these regulations shall be guilty of breach of contract and their contract shall be cancelled after notice and hearing by responsible officers of the school.



Authorized Passengers

No one except school personnel and schoolchildren regularly assigned to a pupil transportation vehicle for a particular route schedule or for a school-approved activity/function may ride in such vehicles. Supervisory and monitoring personnel are recognized as authorized passengers.

Backing

The driver of a pupil transportation vehicle shall not drive backwards on the school grounds unless the rear of the vehicle is observed and directed by a second responsible person. The driver of the vehicle shall not back up on any roadway unless such movement can be made with safety and without interfering with other traffic.

Convoy Distance

A pupil transportation vehicle shall not follow another vehicle within 475 feet when traveling outside the corporate limits of a town or city. This is not intended to prevent a pupil transportation vehicle from passing another motor vehicle.

Emergency Evacuation Drills

At least twice during each school year, each pupil to be transported in a pupil transportation vehicle shall be instructed in safe riding practices and participate in emergency evacuation drill conducted by a pupil transportation vehicle driver who is qualified to operate a school bus. If the vehicle is equipped with seat belt systems, this drill shall include instruction on the proper use of such seat belts. (See page 26).

Headlights

All pupil transportation vehicles shall operate with headlights on at all times.

Hourly Driving Limitation

Any person operating a pupil transportation vehicle shall not remain *on duty* for a longer period than 16 consecutive hours. When he/she has been continuously on duty for 16 consecutive hours, he/she shall be relieved and not be permitted or required to again go on duty without having at least 10 consecutive hours of rest off-duty. Any pupil transportation vehicle driver, who has been on duty 16 hours in the aggregate in any 24-hour period, shall not be required or permitted to continue or again go on duty without having had at least eight consecutive hours off duty. (When the transportation of pupils is subject to the hourly driving limitations of the Federal

Motor Carrier Safety Regulations, then those regulations shall govern.)

“On duty” means time spent doing any of the following: driving, loading, unloading, repairing, inspecting, or otherwise attending the vehicle or its passengers.



Loading and Unloading Children

The following procedures shall be observed when controlling traffic with a school bus during the process of loading and unloading children:

- Check for oncoming traffic.
- Use rear view mirror system to check traffic approaching from the rear.
- Reduce the school bus speed with minimal braking and without greatly interrupting the flow of traffic.
- Activate the amber school bus flashing yellow warning signal lamps within these criteria:
 - ▶ Not less than 500 feet nor more than 1,000 feet from the bus stop in any area outside the corporate limits of any city or village.
 - ▶ Not less than 300 feet and not more than 600 feet from the bus stop within the corporate limits of any city or village.

Exception – School bus loading and unloading zones, which are properly designated marked and supervised within the corporate limits of a town or city.

These loading zones must be out of the flow of traffic and adjacent to the school building, may be exempted from the use of a stop sign and flashing warning lights by local given authority and board of education policy.

- Students should stand off the traveled portion of the roadway while waiting for traffic to

pass.

- No stops are to be made to load or unload students when they must cross over a median that separates lanes of traffic traveling in opposite directions, unless there is a traffic control light, or a patrol stationed to assist students who must cross the highway. When unloading at such a place, students must wait to cross until after the bus has departed.
- As the bus slows down to a stop, allow sufficient area to the right of the bus for pupils to load or unload.
- After the bus has stopped, place transmission in “Park” – or if there is no “Park” shift point, place in “Neutral” – and set the parking brake.
- Students shall remain seated while the bus is in motion.
- Check to see if traffic is able to stop, activate the alternating flashing red warning lamps, and extend stop arm.
- Check to see if drop off location is safe, road is clear in both directions, and that all traffic is stopped.
- When the road is clear and all traffic has stopped, open the door to load and unload children.
- When the children have left the bus, they should walk to a distance of approximately 12 feet in front of the bus. Signal to the children when it is safe to cross the roadway.
- When children and other passengers are safely across the road, or on their way home, retract stop arm, turn off alternately flashing warning lights, check traffic and proceed.
- When loading, do not put bus in motion until door is closed and children are seated. All passengers shall remain seated while the bus is in motion.
- Students are not allowed to cross the roadway behind the bus when it is stopped to load or unload. The driver must tell the children to stay at least 12 feet away when crossing in front of the bus.
- Students who walk along the roadway to and from the bus stop should do so along the left

side of the roadway, facing traffic.

- When a small vehicle is used to transport students on a route, the driver shall pull off the road into a driveway, parking lot, or other appropriate safe location prior to loading or unloading students.
- Unless a running engine is required to operate a power lift or ramp, drivers of pupil transportation vehicles shall not leave a pupil transportation vehicle when passengers are on board unless the vehicle is parked in a safe location, the engine is in the off position, the keys have been removed and in the possession of the driver. Vehicles with brake transmission interlock are exempt.

Passengers Restraint Systems (Seat Belts)

The pupil transportation vehicle operator is required to wear a lap belt whenever the vehicle is in motion. When passenger restraint systems or seat belts are provided in the pupil transportation vehicle, all passengers must use them. Children up to age 8 must be seated in an appropriate child protection system when the pupil transportation vehicle is equipped with seat belts. Additional information is available at

<https://www.education.ne.gov/fos/pupil-transportation/child-passenger-safety/>

Pre-Trip Check of Vehicle

Designated pupil transportation personnel or designated personnel of the employer shall perform a pre-trip inspection prior to placing the vehicle in service and shall promptly report in writing to the school administrator or person designated by the local school governing board any defects or deficiencies discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown. The pre-trip inspection procedures require the conduction of both stationary and operating inspections. The inspection shall be conducted according to the procedures. An example of a Pre-Trip Vehicle Inspection Form appears on page 37.

A “trip” means the transportation from one predetermined destination to another with students on board. A new trip occurs whenever an hour or more expires before the next trip.

Any defects discovered that may affect the

operational safety of the vehicle or result in its mechanical breakdown must be reported immediately to the administrator or supervisor. *The vehicle should not be operated until the defect(s) are repaired.* Documentation of the inspections are filed weekly with the administrator and kept on file with the school.

Post-Trip Check of Vehicle

Pupil transportation drivers shall conduct an interior “walk through” inspection for students that may remain on a school/activity/MFSAB bus at the end of each route and/or activity trip. Drivers of small vehicles shall do a visual inspection for students that may remain on the vehicle at the end of each route or activity trip. An example of a Post-trip Check of Vehicle Form has been included for schools to use on page 38.

Railroad Crossing

The following regulations shall apply to school buses, activity buses, and Multi-Functional School Activity Buses (MFSAB), either loaded or unloaded, during the process of approaching and crossing railroad tracks except at any such crossing where a police officer or a traffic control flagman directs traffic to proceed:



- Approach the tracks with caution and decelerate the vehicle.
- Activate the hazard warning flasher lights at a distance of not less than 200 feet from the nearest railroad track.
- Stop the school bus within 50 feet, but not less than 15 feet from the nearest rail. Place the transmission in “Park. If there is no “Park” shift point, place in “Neutral” and press down on the service brake or set the parking brakes.
- Command the cooperation of passengers in an effort to provide maximum quietness. Demand cooperation if necessary.

- After quietness aboard the stopped school bus has been achieved, open the service door and driver's window.
- Listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train.
- If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift gears. Vehicles with automatic transmissions should put the transmission in the drive gear. The door must be closed by the time the rear bumper of the bus is clear of the track.
- When two (2) or more tracks are to be crossed, do not stop unnecessarily a second time unless the rear bumper of the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance from the track to the rear.
- Railroad tracks shall not be crossed unless absolutely certain there would be at least 15 feet of clearance from the rear bumper of the school bus to the nearest rail should the bus need to stop after crossing the railroad tracks.
- Deactivate warning hazard lights after the bus completely crosses the railroad tracks.



Safe Pupil Transportation Plan

Each school or agency providing pupil transportation are required to have a safe pupil transportation plan addressing appropriate procedures to deal with:

- Weapons
- Hazardous materials and unattended items on or near the pupil transportation vehicle
- Terroristic threats
- Severe weather
- Medical emergencies
- Pupil behavior that is in violation of Student Conduct Standards §79-262(1) R.R.S.

- Driver/passenger procedures in event of mechanical breakdowns of the vehicle,
- Driver procedures in the event that the drop-off location is uncertain or appears to be unsafe.
- Functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

Seating

Seating must be provided so all students aboard can sit in a seat as intended by the manufacturer. The manufacturer's rated seating capacity and the manufacturer's gross vehicle weight (GVW) must not be exceeded at any time the vehicle is in motion. Bus routing and seating plans shall be coordinated to eliminate standees when a school vehicle is in motion. Pupil transportation vehicles will have no auxiliary seating accommodations such as temporary or folding jump seats.

Smoking

Smoking is prohibited in all pupil transportation vehicles.

Speed Limits

The maximum pupil transportation vehicle speed limit shall be as posted. However, speed should be governed by reasonable judgment and existing road or weather conditions.

Strobe Light

The white flashing strobe light must be used only in adverse weather conditions, when the vehicle is in distress, or to enhance the visibility of the vehicle when barriers inhibit visibility.

Towing

Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported.

Transportation of Unsafe Items

Pupil transportation vehicles shall not transport any items, animals, materials, weapons (or "look-a-like" weapons), explosive devices or bomb related materials or equipment that would endanger the lives, health and safety of the children, other passengers or driver. An exception exists for "look-a-like" weapons that

would be associated with a school sponsored or approved activity.

These items could be transported with written permission of an administrator of the school. These items should be secured and not visible or accessible to students while on the pupil transportation vehicle. Also, any item that could break or produce injury if tossed about the inside the vehicle must be secured.

Authorized Passengers

Only pupils, school personnel, supervisory personnel, and monitoring personnel may ride in pupil transportation vehicles for route and activity purposes. Monitoring personnel can include parents that are serving as chaperones on field trips or activity trips. Other use of pupil transportation vehicles is described in §13-1208, §60-6,175(7), or as otherwise authorized by the governing board.

Colors and Shapes of Traffic Signs (See DMV Driver's Manual for a complete list of signs)

Red Stop, Yield, Do Not Enter, Wrong Way	White Regulatory, Speed Limits	Yellow Warning of Upcoming Hazard	Orange Alert to Road Workers, Construction Areas	Blue Motorist Services, Rest Areas, Hospitals	Green Guide information, Distance or Direction
Octagon, Triangle shaped signs	Vertical, Rectangle shaped signs	Pentagon, Round, Pennant, Diamond shaped signs	Pentagon, Round, Pennant, Diamond shaped signs	Horizontal Rectangle shaped signs	Horizontal Rectangle shaped signs
  	  	   	  	 	 



INSPECTION PROCESS

To ensure that Nebraska children are being transported safely between home and school as well as to and from activities, the Nebraska Department of Education requires frequent vehicle mechanical inspections. These inspections are conducted on all pupil transportation vehicles.

These mechanical inspections are a two-part process.

- Complete inspection conducted before school starts in the fall and every 80 days thereafter. These inspections are done by school-appointed mechanics. (*See NDE Rule 92 for more information.*)
- A pre-trip inspection must be performed before the vehicle is used for transporting students. A trip means the transportation from one predetermined destination to another with students on board. *A new trip occurs whenever an hour or more expires before the next trip.* This inspection can be conducted by the driver or the designated pupil transportation personnel.

The pre-trip inspection consists of:

- Exterior inspection of vehicle (the “daily walk-around”)
- Interior inspection of vehicle
- Operational inspection (performed while the vehicle is being driven)

If faulty or improperly functioning equipment is discovered during this inspection, a written report (signed and dated) must be immediately filed with the school administration or the transportation supervisor. The vehicle should not be used until repairs are completed.

The pre-trip inspections are documented by the person conducting the inspection by completion of a “checklist.” Those checklists should be kept on the vehicle and then submitted on a weekly basis to the transportation supervisor or school administrator. Schools are required to keep these inspection forms on file in order to document that the inspections have been properly conducted.

A sample inspection form is provided on page 37. Schools can develop a form to better suit the specific needs of the entity. A version of this inspection form should be created for inspecting small vehicles.



Exterior Inspection - “The Walk-Around”

Before you begin the walk-around, start the engine and allow the vehicle to warm-up. Remain in the vehicle while it is warming up. Set the parking brake and put the transmission in neutral. Get out and inspect the vehicle thoroughly. Walk completely around it - be alert to faulty equipment and unattended items on or near pupil transportation vehicle.

The equipment that must be inspected for proper working order is listed below.

Potential problems may be identified during this process. *Pre-trip inspection items for small vehicles (vans and cars) have been indicated by an asterisk (*).*

***Under the Hood** – Before starting the engine for the walk-around, you should check the coolant and/or antifreeze and oil to make sure they are at the proper level. Also, look for cracked, loose, or worn drive belts, hoses, and hose clamps.



***Fluid Leaks** – Examine inner wheels and tires and the area under the vehicle for wetness. Leaks can be engine oil, coolant, fuel, rear axle fluid, or grease, as well as brakes, clutch, or transmission fluid. Leaks should immediately be reported and repaired.

***Lights** – Check all lights applicable to the vehicle: back-up lights, brake lights, directional signals, hazard flashers, headlights, lighted school bus sign, reflectors, running lights, stop arm lights, taillights, and warning lights. Any lights or reflectors exhibiting such problems as inconsistent flashing, cracks, or other damage, should be reported in writing and repaired.

***Mirrors** – should be clean, aimed and tightly adjusted so visibility is unobstructed. (For school buses, refer to Section 10 of the Department of Motor Vehicle's Commercial Driver's License (CDL) Manual for more detailed information to properly adjust school bus mirrors. Page 41)

***Windows** – All windows, especially the windshield and rear window, should be clear of dirt, ice, road film, and snow that can cause glare or impair visibility. Do not clear just a "peephole."

Emergency Rear Door – Check to see that it opens easily from the outside. The emergency door-warning buzzer should sound when the door is opened, and the ignition key is on. This door must always be ready for emergencies, yet tightly sealed when closed to prevent possible entrance of exhaust fumes.

***Exhaust System** – Look for visible exhaust and listen for excessive noise and vibration. Check for leaks in the exhaust system and holes in the body of the vehicle. Leaks should immediately be

reported and repaired. Look for sagging tailpipes (exhaust pipes) and mufflers. Carbon monoxide poisoning occurs most frequently when a vehicle is standing still or is in an enclosed space with the engine running. Also, be aware that smoke from a faulty exhaust system in a diesel engine is filled with carcinogens.

***Tires** – Check the tires and to see if they are properly inflated. Do not drive the vehicle unless the tires are in good shape. One flat rear tire can place a dangerous weight on the companion tire of a dual set.



***Wheels** – Look for loose or missing nuts, excessive corrosion, cracks or other damage. Tighten loose nuts. There must be no damaged wheels on the vehicle.

Interior Inspection

After the exterior inspection is complete, the vehicle should be checked thoroughly on the inside. All driver's instruments and controls must be functioning properly. All of the following items should be checked before operating the vehicle. There also needs to be check for unattended items. *Pre-trip inspection items for small vehicles (vans and cars) have been indicated by an asterisk (*).*

***Lights** – Check the panel light and the interior dome lights. They should be clean and work properly.

***Mirrors** – They should be cleaned, aimed, and adjusted tightly so visibility is unobstructed. (For school buses, refer to Section 10 of the Department of Motor Vehicle's Commercial Driver's License (CDL) Manual for more detailed

information on properly adjusting school bus mirrors.)

***Windows** – These should be cleaned from the inside as well as the outside, for total visibility, especially the windshield and rear window. The windshield wipers and washer fluid mechanism should operate properly. There should always be ample fluid in the washer fluid reservoir.

***Defroster, Fan and Heater** – The vents should be unobstructed to permit proper airflow. Assure vents are not covered with coats, books, papers, etc.

***Driver's Seat and Restraint System** – The seat should be adjusted so that the driver's feet reach the pedals. The doors, mirrors, and windows must be in comfortable viewing distance, and the steering wheel is easily grasped without stretching or reaching. Restraint systems must retract properly, and ends should attach securely.

Emergency Door and Buzzer – The door should be tightly sealed from the inside, but ready for emergency use. The buzzer should sound when the door is opened.

***Emergency Equipment** – In a school bus, all emergency equipment should be easily accessible, yet out of the pupil's reach. In a small vehicle, emergency equipment is stored in the trunk. Emergency equipment consists of the first aid kit, fire extinguisher, and reflectors. The fire extinguisher should be charged and properly stored. Replace cracked or broken hoses, keep nozzles unobstructed, and make sure locking pins and sealing wires are in place. Periodically, shake the fire extinguisher to loosen the powder.

***Horn** – The vehicle's horn must properly operate. In a bus, the horn should have high and low tones.



Stop Arm control and Service Door

Control – Check to see that the controls coordinate with the actions of the stop arm and door. If there is a problem, it should be reported and repaired.

Loose objects – Be sure to check the passenger compartment. Inspect seats and windows for damage. Make sure there are no potential missiles (such as lunch boxes, toys, or schoolbooks) lying on the seats or floor.

The following equipment of the Interior Inspection should be checked with the engine running:

Air Pressure or Vacuum Gauge – This gauge indicates the proper capacity of pressure to operate the brakes. Do not operate the vehicle until the pressure reaches the proper capacity. Loss of pressure indicates a leak in the system. Newer buses do not have vacuum gauges but are equipped with warning lights and a buzzer system. When the engine is on, the warning lights should go off and the electric brake motor should not be running. When the engine is turned off, listen for a motor noise when the brakes are applied.

Voltmeter Gauge – The voltmeter gauge indicates the voltage of the electrical charging system. This meter should show about 14 volts with the engine running or 12 volts if the engine is off. If it shows a higher or lower voltage, report the problem to the transportation supervisor.

***Brake Pedal and Warning Light** – If the light comes on during a hard brake application, in a vehicle equipped with a dual brake system, it indicates that at least one of the brake systems is not working properly. Vehicles equipped with anti-lock brakes will have an additional red warning light if the brakes are not working properly.

***Fuel Gauge** – It should indicate a safe margin of fuel for operating. A pupil transportation vehicle should always have at least a quarter tank of fuel.

***Oil Pressure Gauge** – The oil pressure gauge indicates the proper oil pressure. If it does not, the engine should be turned off. Check the owner's manual to ask the school mechanic to learn what

the proper oil pressure is for the vehicle.

***Water Temperature Gauge** – The water temperature gauge indicates the temperature of the coolant in the engine. It should read cool or warm. If it reads hot, the engine should immediately be turned off and the problem reported.

***Passenger Restraint Systems** – In vehicles equipped with passenger-restraint systems, ensure that the systems operate properly (i.e., belts retract properly and ends attach securely).

Operational Inspection

The operating inspection is performed while the vehicle is being driven. A daily road check, both before and after loading the pupils, allows the driver to evaluate the working condition of that equipment which can only be inspected while the vehicle is in motion.

A driver should be constantly aware of the weight and motion of the passengers and how the vehicle is affected (as in pick-up characteristics, the tendency to drift, how the vehicle handles on curves, etc.) by always monitoring how the engine performs under load.

The operational inspection consists of checking the following points. *Small vehicles should be inspected for items with an asterisk (*)*

Brakes *– Do not wait until the vehicle is on the road to test the brakes. They can be tested in the yard at the bus garage. Moving at a low speed, come to a complete stop. The vehicle should stop in a straight line without pulling to one side, skidding, or swerving. The brakes should not grab, lock, or make excessive noise such as squeaking or squealing. The brake pedal should not feel grabby, over sensitive, or spongy. When the brakes are not in use, watch for dragging which causes the vehicle to pull to one side.

Clutch – The following instructions apply if the bus has a manual transmission. When changing gears, the driver should control the speed of the engine so the shift can be completed easily and smoothly without jerking or slipping. Careless shifting wears out the clutch and reduces its service life. When the shift is completed, remove foot from the clutch-do not “ride” the clutch.

When the pedal is released, the clutch should have some “free play.” Watch for dragging, grabbing, or lack of free play on the pedal. Listen for unusual sounds. If you smell an odor like burning rubber, the vehicle should immediately be stopped.

Emergency (Parking) Brake – Slowly engage the clutch while the parking brake is on to test both air and mechanical brakes. If the bus has automatic transmission, select the drive gear, and with the parking brake applied, apply the accelerator. If the vehicle moves easily, the parking brake is not holding and should immediately be reported. With air brake systems, the parking brake will remain applied if there is partial or complete air loss in the service brakes. Release the parking brake when the vehicle is in motion.

Engine* – Warm the engine for several minutes before putting the vehicle into drive. Increase the engine’s speed slowly so that all the parts can be lubricated. Do not exceed the maximum rpm. Listen for unusual sounds such as backfire, light tapping, occasional misfire, piston slap, rapid hammering, or whistling. Be alert to slow engine warm-up, lack, or normal response, vibrations of the chassis, or failure of a warm engine to start.



Steering*– The steering should be easy to handle, precise, responsive, and steady in turns and over rough roads. Power steering should be exceptionally quiet. The steering should not have excessive “play,” jerking, “kick back,” or rattles.

Suspension* – Improper suspension can cause “bottoming,” excessive bounce, swaying and weaving on curves or rough roads, or one end of the vehicle to sag. Check for broken springs or

faulty shock absorbers.

Transmission* – With the transmission in a moving gear, the vehicle should move smoothly in response to depressing the accelerator. An automatic or manual transmission should slip into gear and have easy and smooth gear changes throughout the shifting range. Do not exceed the manufacturer's recommended speed for each specific gear (rpm). Exceeding speed recommendations could damage the transmission or reduce its service life. Any metallic or unusual sounds or shifting difficulty should be reported immediately.

Continue to check all equipment throughout the day being alert to warning signs that will indicate potential problems. Be aware that the condition of the vehicle changes during the day.

At the end of the operating period, check the passenger compartment for lost articles such as books, lunch boxes, clothing, or toys. Inspect the seats for damaged upholstery and the window for cracks or breaks. Clean the vehicle, sweeping the floor, washing the seats, windows, and exterior.

If faulty or improperly functioning equipment is discovered during an inspection, do not drive that vehicle until repairs have been completed.



PUPIL TRANSPORTATION SAFETY

Securing maximum transportation safety for the students is one of the primary responsibilities for a pupil transportation vehicle driver.

School bus stops are the most dangerous part of the school bus ride. Nationally, most of the children are injured or killed when they exit a bus.

Routes must be developed so no stops are made to load or unload students when they must cross over a median that separates lanes of traffic traveling in opposite directions. However, if there is a traffic control light or a patrol stationed to assist students who must cross the highway, a stop could be made at that point in the route. When unloading at such a place, students must wait to cross until after the bus has departed.

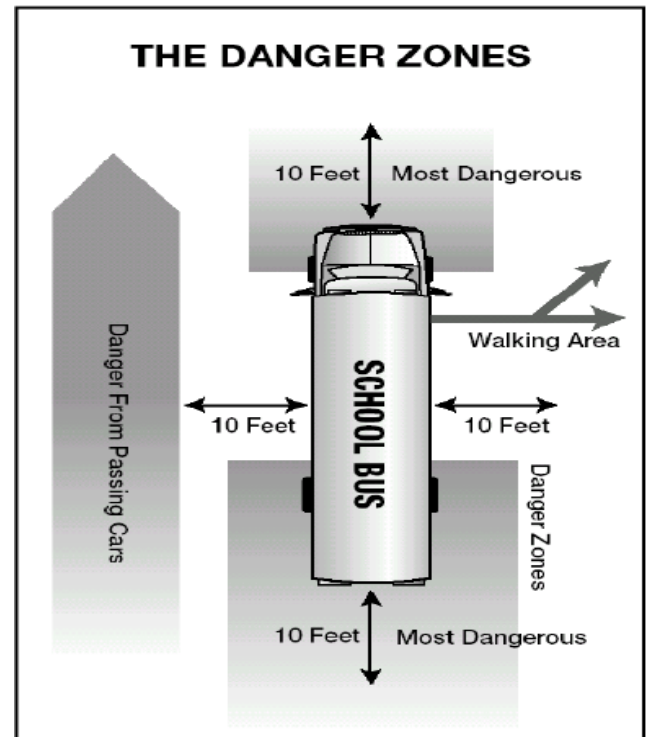
Route shall mean a designated course regularly traveled by a pupil transportation vehicle to pick up students from home or pickup points and take them to school; or to deliver students from school to their homes or designated drop off points.

All pupil transportation vehicles should carry a list of phone numbers to contact in the case of an emergency. These numbers should include the following:

- Police, Sheriff, and/or State Patrol
- Fire Department
- Hospital
- School Administration
- School Superintendent's, Pupil Transportation Director, or Principal's home/cell phone numbers

The School Bus "Danger Zone"

The "Danger Zone" is the area on all sides of the school bus where children are in the most danger of being hit by a passing vehicle or the school bus itself. It is vital that children are familiar with the "Danger Zone" and are instructed to stay at least ten feet away from the bus and to never go behind the bus. Even with the mirrors provided on the bus, drivers have blind spots within that area around the bus.



Remind the schoolchildren of these two important points:

- >If they cannot see the pupil transportation driver in a bus mirror, the bus driver will not be able to see them.
- >If they drop an item near or under the bus when exiting, tell the bus driver but leave the object where it dropped. The student should ask an adult to retrieve it.

Loading and Unloading Procedures

The pupil transportation driver is the most important component of the loading and unloading process. The driver must be observant to the surroundings at stops and closely watch students as they leave the school bus.



Be aware of the dangers of children's clothing becoming entangled on the bus. Jacket and sweatshirt drawstrings, backpack straps, scarves, and loose clothing may get caught on the bus handrail

or door. This is not only a danger while getting on or off the bus but could happen any place on the bus.

Warning System

Nebraska school buses are equipped with an eight-light warning system distinguished by two amber and two red, alternately flashing lights on the front and rear of the bus. On the eight-light warning system, the stop arm extends automatically when the door opens and retracts automatically when the door closes. The hazard light warning system is to be used only at railroad crossings or during emergency situations. Both the eight-light warning system and stop arm are to be used only at loading and unloading stops.

Pupil Security

Being able to define and identify security threats and incidents helps drivers distinguish between a prank and an actual emergency and enables the driver's ability to determine the appropriate course of action.

- A **security threat** is any source that may result in an event that endangers the student or property.
- A **security incident** is an unforeseen event that does not necessarily result in an injury or

property damage but could result in an interruption of service.

Safe Pupil Transportation Plan

The Safe Pupil Transportation Plan provides guidance and procedures for drivers, students, school personnel, and other passengers in emergency situations listed above. A copy of the Safe Pupil Transportation Plan should be carried on each pupil transportation vehicle.

In order for pupil transportation vehicle drivers to react appropriately to potentially dangerous situations, all schools are required to develop a safe pupil transportation plan that, *at a minimum*, addresses the following safety issues:

- Weapons
- Pupil behavior
- Terrorist threats
- Severe weather
- Hazardous materials and unattended items on or near pupil transportation vehicle
- Medical emergencies
- Mechanical breakdowns of vehicle
- Unsafe drop-off locations
- Functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

Functional capacity of a driver was a recent addition to the requirements of a Safe Pupil Transportation Plan in response to a recent bus fire in Iowa that killed the driver and a student. The driver was using a walker and was to have back surgery the week of the bus fire. When the bus caught on fire, the driver was unable to evacuate the bus because of his immobility. The student died when she was trying to help the driver get out of his seat, but she was overcome by smoke and fumes. She was also unable to open the door to escape. This incident emphasizes the importance of drivers to be physically able to respond in these situations.

NHSTA's investigation of this accident included statements that district was partially at fault for

the deaths of these individuals. The district was responsible to provide oversight for safety of their students but did not ensure the driver was medically fit before this tragedy occurred. NHSTA also stated the district should have removed this driver from service due to his physical immobility issues.

This tragedy illustrates how vital the role of a driver is to the safety of students being transported to and from school and activities. Since the lives of those children depend on the ability of the driver to respond quickly in the event of an emergency situation, employers must have a process in place to confirm all of the drivers are physically able at all times or the driver must be removed from service.

Student Behavior Guidelines for Riding School Buses

- Students are not to change from seat to seat while the bus is in motion unless the driver grants permission.
- Students are not permitted to stand while the bus is in motion or extend their arms, heads, or legs out of the windows at any time.
- Students should not create noise to the degree that it interferes with the driver's ability to hear emergency vehicles or an approaching train.
- Students should not place objects in the aisle or in front of the emergency exits.



Student discipline

Often times seat, assignments can solve behavior problems on the bus. However, poor behavior can quickly escalate resulting in safety concerns that may impact other students and the safe operation

of the vehicle.

Defiance results from the student's recognition that the adult is not in control of the situation. If the situation has reached the point where the student will not follow the adult's requests, do not attempt to force the student to obey. It is better to give simple directions that can be followed in order to regain control of the situation quietly.

If you are forced to take disciplinary action to control the situation, stop the vehicle in a safe location as soon as possible. Explain distinct guidelines you can expect the student to obey and that you can also enforce. Suggest an action that can be performed successfully. Inform the administration of the incident so documentation of the events can be on file.

School policy should be in place to detail the steps to formally discipline a disruptive student.

Post Trip Vehicle Check

Pupil transportation vehicle drivers must conduct an interior walk-through inspection for students that may remain on a school/activity/MFSAB bus at the end of each route or activity trip. Drivers of small vehicles shall do a visual inspection for students that may remain on the vehicle at the end of each route or activity trip.

Especially with long school bus routes, some of the students may fall asleep and not exit the bus at the school or their appropriate stop. Schools should also develop a policy and process that assures that each vehicle has been checked for students before the driver leaves the vehicle at the end of a trip.

There have been several incidences where small children have been left in a school bus or a school van for hours before they have been located. The pupil transportation drivers are responsible for the safe delivery of their passengers.





STRATEGIES FOR SAFE DRIVING

The purpose of this chapter is to describe the basic skills necessary to operate a pupil transportation vehicle safely and efficiently. By developing these skills, the driver can devote more time to the changing traffic situation.

S.I.P.D.E.

Formula To Safe Driving

Traffic safety experts have determined how we can avoid traffic accidents. There are five steps involved in the process:

S - Aggressively **Search** the traffic environment.

I - **Identify** that a potential hazard(s) exists.

P - **Predict** which of the potential hazard(s) may endanger the safety of your vehicle and its occupants.

D - **Decide** which action(s) to take if the potential hazard develops.

E - **Execute** the maneuver(s) to avoid the hazard. There are six positions from which collisions most commonly occur with other vehicles. You must be aware at all times for potentially dangerous situations that may happen.

- The vehicle(s) ahead.
- The vehicle(s) approaching from behind.
- A vehicle coming in from an angle.
- The vehicle you are passing.
- The vehicle that is passing your vehicle.
- The oncoming vehicle – a potential head-on collision.

Driving Situations:

Stopping and Starting – To assure the safety of the student, slow down the vehicle when approaching a stop and slowly drive away from stops. If your passengers reach for support when you are starting or stopping, your stops and starts are too severe. If driving a vehicle with a manual transmission, do not depress the clutch until the bus is almost stopped. When the clutch is disengaged, the combined braking action of the engine and transmission is eliminated.

Backing – The driver of a pupil transportation vehicle shall not drive backwards on the school

grounds unless the rear of the vehicle is observed and directed by a second responsible person. The driver of the vehicle shall not back on any roadway unless the movement can be made with safety and without interfering with other traffic.



Passing – Before passing another vehicle, check your mirrors to make sure no vehicle is passing you. When you do pass, make sure you have room to pass without forcing the vehicle you are passing or the vehicle approaching you to slow down or pull off the road. Do not tailgate when waiting to pass. When you are following too closely to the vehicle in front, your vehicle has insufficient time to gain momentum to pass quickly.

The best way to pass is to stay a good distance behind the slow-moving vehicle and increase your speed before you move into the other lane. When you do pass, you can steer the bus into the opposite lane, accelerate, and use the bus's momentum to pass quickly and safely.

You should never pass when the vehicle in front of you changes lanes to pass, decelerates suddenly, signals a left turn, wanders, weaves, or when you are being passed by another vehicle.

Do not pass on a curve or hill. Do not speed up when a motorist is passing you. Pull away from student stops slowly. When it is clear, allow vehicles to pass before accelerating to full road speed.

Curves and Turns – Slow down on all curves and turns, but do not lock the brakes. Reduce your speed before entering a curve or turn and accelerate slightly as the vehicle comes out of it to increase traction. Be extra cautious when you do not know the road, or it appears to have a wet surface.

Steep Hills – Before starting down a steep hill, down shift as needed to help control engine speed and test the brakes by gently applying the foot brake to ensure they are functioning properly. As your vehicle moves down the grade, continue checking traffic in all directions, stay in the right most or curb lane. Increase following distance and observe the downhill braking procedures.

- Select a “safe” speed, one that is not too fast for the weight of the vehicle, length, and steepness of the grade, weather, and road conditions.
- Once a “safe” speed has been reached, apply the brakes hard enough for 3-4 seconds to reduce your speed 5 mph below your “safe” speed and continue this procedure all of the way down the hill.
- ***See CDL Manual for more information related to “Steep Mountain Grades.”***

Soft Shoulders – Returning the vehicle to the pavement can be frustrating, especially if the shoulder is soft and the tires begin to sink into it, or the pavement is much higher than the shoulder. If the vehicle leaves the pavement, do not try to get the wheels back on the road until after you have slowed to a minimum speed. Turn the wheels sharply toward the road and slowly climb back onto the pavement. Rubbing against the side of the pavement can damage tires, wheels, and other parts.

Expressway Driving – Use the outside lane of traffic, even though there is more exposure to entrance and exit ramps. Do not back up on an expressway.



Bridges – Obey all posted weight limit signs. Do not assume that bridge inspectors or engineers have allowed for a safety margin. A two-lane bridge will be posted on each side of the bridge. The total weight capacity of the bridge will be the total of the two posted weight limits. Therefore, if the weight of the bus and its load are close to the posted weight limit, you should be safe if the bus is the only vehicle on the bridge. The law prohibits more than one vehicle at a time on a one-way bridge. Yield the right-of-way on a one-way bridge.



The posted weight limit is most likely the total weight capacity of the bridge on a one-way bridge.

Be alert for damage or structural defects, especially on old bridges. Watch for damaged or loose planks, the bridge surface breaking up or guardrails that are damaged. Use common sense in crossing bridges that are flooded or may have been damaged by flooding. Look for erosion around the banks of bridge supports or other warnings that point to weakening of the bridge. It may be necessary to take another route.

Slow down on bridges. Remember that bridge surfaces freeze faster than road surfaces. Avoid backing up on bridges.



Railroad Crossings – The following regulations shall apply to school buses, activity buses, and Multi-Functional School Activity Buses (MFSAB), either loaded or unloaded, during the process of approaching and crossing railroad tracks except at any

such crossing where a police officer or a traffic control flagman directs traffic to proceed:

- Approach the tracks with caution and decelerate the vehicle.
- Activate the hazard warning flasher lights at a distance of not less than 200 feet from the nearest railroad track.
- Stop the school bus within 50 feet, but not less than 15 feet from the nearest rail. Place the transmission in “Park. If there is no “Park” shift point, place in “Neutral” and press down on the service brake or set the parking brakes.
- Command the cooperation of passengers in an effort to provide maximum quietness. Demand cooperation if necessary.
- After quietness aboard the stopped school bus has been achieved, open the service door and driver’s window.
- Listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train.
- If no train is approaching, proceed in a gear low enough to permit crossing the tracks without having to shift gears. Vehicles with automatic transmissions should put the transmission in the drive gear. The door must be closed by the time the rear bumper of the bus is clear of the track.
- When two (2) or more tracks are to be crossed, do not stop unnecessarily a second time unless the rear bumper of the school bus is completely clear of the first track and has at least 15 feet clearance in front and at least 15 feet clearance from the track to the rear.
- Railroad tracks shall not be crossed unless

absolutely certain there would be at least 15 feet of clearance from the rear bumper of the school bus to the nearest rail should the bus need to stop after crossing the railroad tracks.

- Deactivate warning hazard lights after the bus completely crosses the railroad tracks.

Use of Strobe Light – The white flashing strobe light shall be used only in poor weather conditions, when the vehicle is in distress, or to enhance the visibility of the vehicle when barriers inhibit such visibility.

Small Vehicles – Drivers should double check that all doors are closed appropriately before putting the vehicle into motion. The driver and all passengers must use seat belts. To avoid toxic fumes from entering the vehicle, rear windows should not be open while the vehicle is in motion. This allows toxic fumes to enter the vehicle.

Signs, Signals and Markings



All signs, signals, and pavement markings are indicators that tell the driver or pedestrian where they are and when and where to go. Color and shape have significant meaning such as a red octagon for stop signs only, and a red equilateral

triangle for yield signs only.

The chart on page 11 describes the colors and shapes of various traffic signs. For a complete description of signs, signals and markings, review the DMV Driver’s Manual.

Vehicle Signals:

Steady red – Vehicles must stop and not move until the signal indicates that they may enter the intersection.



Steady yellow – A steady yellow signal is a warning to drivers that the signal is going to turn red. The driver should stop on a steady yellow signal. If you are in the intersection when the signal changes from yellow to red, continue moving and clear the intersection safely.

Steady green – A steady green signal indicates that vehicles can move through the intersection, turn left, or turn right. The driver should give the right-of-way to vehicles approaching in the opposite lane when he is crossing that lane to make a left turn. Pedestrians should also be given the right-of-way.

Flashing red – A flashing red signal means vehicles must come to a complete stop and then proceed if clear. This signal is used at dangerous intersections, where visibility is limited.

Flashing yellow – A flashing yellow signal means vehicles should slow down and move with caution.

Steady green arrow – A steady green arrow means vehicles can cautiously move in the direction of the arrow without stopping. Again, vehicles should yield the right-of-way to pedestrians.



Pedestrian Signals:

Don't Walk – Pedestrians should not leave the curb until the signal indicates.

Don't Walk, FLASHING – If the signal is flashing, the pedestrian should not cross. If the pedestrian is in the crosswalk, allow him/her to complete the crossing.



Walk – Pedestrians are permitted to leave the curb to cross the road.

Pavement Markings:

Broken yellow line – Separates traffic moving in opposite directions. Passing and turning are allowed. Traffic should stay to the right of a yellow centerline.

Broken yellow line with solid yellow line (two-lane road) – Indicates that passing is not permitted from the lane in which the line is located.

Double solid yellow line (two lane road) – Indicates that passing is not permitted in either

direction, from either lane (passing prohibited zone).



Multi-lane with white center line – White lines separate lanes of traffic going in the same direction. Broken white lines separate lanes of traffic going in the same direction and may be crossed with care.

Multi-lane with middle left turn lane – The two-way turn lane is for left turns only.

Crosswalk lines – Solid lines mark pedestrian crosswalks. These lines extend the entire width of the roadway.

Stop lines – White stop lines are painted across the lane to indicate the stopping point for vehicles.

Following Distance

To determine the proper following distance when driving a small vehicle, use the **Three-Second Rule**. Choose a reference point ahead of the vehicle you are following - a sign, utility pole, tree, etc. When the vehicle you are following passes the chosen reference point, begin counting seconds -- one thousand and one, one thousand and two, etc.

If the small vehicle reaches the reference point any earlier than one thousand two (or two seconds) you are following too closely. Two seconds is the recommended minimum interval between your small vehicle and the vehicle in front of you. The two-second interval should be doubled on wet, slippery roads and at interstate speeds.

Refer to the CDL Manual for the proper following distance concerning school buses.



Defensive Driving

Courtesy is an important part of defensive driving. Practice courtesy toward other drivers and pedestrians. If several automobiles are behind you, pull away from student stops slowly and allow vehicles to pass when traffic is clear before accelerating the vehicle up to full road speed. Drive around puddles or slow down to avoid splashing pedestrians.

Glare from the sun reflecting off snow, water or other objects creates a visibility hazard. Sunglasses are essential in cutting glare.

Even though you obey the law, do not count on other drivers and pedestrians to do the same. Many drivers believe that the other driver will do the right thing. Anticipate other drivers to do the wrong thing. Many people drive while they are not mentally alert so be alert for drivers who are angry, distracted, drunk, half-asleep, or ill.

You cannot drive safely and rush at the same time. Establish a safe driving pattern and make it a habit. Plan your schedule so there is plenty of time. If you are frequently late, the schedule should be changed. Safety is your first priority – schedules are second.



Driving In Poor Weather Conditions

It takes twice the distance to stop on wet surfaces as on a dry surface. Road surfaces are the most slippery just after they have become wet. Water combines with accumulated road film, causing the road surface to become very slippery. This combination creates a greater possibility of skidding due to reduced traction.

Speeding when the road is covered with water can cause the vehicle tires to lose contact with the surface of the road. Learn to adjust your speed to road and weather conditions. Brake slowly and maintain a safe braking distance from other cars on the road.

Visibility and traction are the greatest hazards of winter driving. Be especially cautious on bridge surfaces when the temperature is at freezing level and road surfaces are wet. Bridge surfaces freeze more quickly than road surfaces because of cold air underneath the bridge.

Extra caution is needed when approaching a school bus stopped on a wet road surface. If the school bus were to lose traction at a bus stop where students were waiting, the results could be disastrous.

If you do not have anti-lock brakes, you can help prevent the vehicle from skidding if you do not slam on your brakes. Instead, apply them gently or tap them on and off, several times. If driving a bus, use the engine and transmission to slow the bus down whenever possible. In a bus with manual transmission, downshifting is more effective than using the service brakes.

If the vehicle begins to skid, turn the steering wheel in the direction of the skid until it straightens out. For example, if the rear of the vehicle skids to the right, turn the wheel to the right. If you have difficulty getting the vehicle started on a slick surface or the vehicle becomes stuck, attempt to ease the rear wheels into motion by feeding the gas slowly. If the vehicle has manual transmission, release the clutch gently. As soon as one of the rear wheels spins, let up on the gas. Do not allow the rear wheels to continue spinning. Spinning can damage the rear axle and the vehicle may become stuck even further. It may be necessary to “rock” the vehicle by quickly shifting from low to reverse to low again until the

vehicle moves in either direction. If driving a bus, using a higher gear ratio will help to prevent the wheels from spinning.

Essential equipment for safe winter driving includes ice scrapers, squeegees, defrosters, wiper blades, windshield washers (in proper working order), and antifreeze in the radiator. Before starting, be sure that the lights, signals, mirrors, windshield, and windows are completely clear. Defrost or scrape until you have the proper visibility, not just a “peephole.”

In fog or mist, turn on your lights and slow down to a speed which enables you to see ahead an adequate and safe distance. Use the headlights on low beam -- high beam creates glare. Use fog lights if the vehicle is so equipped. Fog lights are specifically designed to light the road, rather than the fog. Fog lights not only help you to see the road, but also help other drivers to see you. Turn on strobe light.

If you cannot see more than a few feet ahead of the bus, pull off the road and turn on all lights, including the emergency flashers to make certain the vehicle can be seen by other driver(s). When you can see enough to continue, use the white line on the edge of the road and the centerline as guides to keep the vehicle on the road.

Driving At Night

Make sure your headlights are clean and properly aimed at all times. To avoid blinding other drivers, dim your headlights before going over the crest of a hill or entering a curve. When you see oncoming headlights, switch your headlights from high beam to low beam. If the oncoming driver does not dim his headlights, do not retaliate. If the oncoming lights are blinding you, do not look directly at the vehicle, but look toward the right edge of the road.

Driver Visibility

Driver visibility is a key safety issue. The mirrors, lights, and signs should be cleaned often. Other motorists may approach behind the bus before they are able to react if lights and signs are not visible. You also have less time to respond to other traffic when dirty windows and lights cause visibility problems when you drive.

Operating Small Vehicles

Ensure that all passengers are required to be properly restrained in small vehicles



Emergency Driving Situations



There are a variety of emergency driving situations that may occur while you are driving a pupil transportation vehicle. While the possibility of these emergencies occurring is slight, you must know how to effectively respond.

Tire Blowouts

If a tire blows out, especially a front tire, the pupil transportation vehicle can suddenly swerve and skid to one side, even more so when driving at a high speed. Do not panic and slam on the brakes. Slamming on the brakes will send the vehicle into a skid. Get a firm grip on the steering wheel and hold it steady to maintain control.

Slow down until you can gently and safely apply the brakes and pull off the road. In case of brake failure, engage the parking brake and turn off the ignition. Rubbing the front tire against a curb or foliage will help to slow down.

Accelerator Malfunction

If the accelerator sticks, pump it with several sharp jabs. Shift the transmission to neutral or depress the clutch, steer the bus onto the shoulder of the road, and then turn off the ignition.

Flooded Engine

Flooding of the carburetor is remedied by holding the accelerator down to the floor but not by pumping it. Engage the starter for 20-30 seconds. Let the engine cool and repeat these steps if

necessary.

Lights Malfunction

When lights fail, try other lights such as high or low beams, turn signals, parking, fog, or brake lights. It is important to remain visible at all times.

Release of Hood Latch

Decelerate immediately if the hood latch releases. The pupil transportation vehicle must be stopped so that the hood can be re-latched. Until it can be re-latched, some visibility will be possible either through the small space between where the hood hinges to the body of the vehicle or through the driver's left window.

Colliding with an Animal

Do not swerve drastically to miss a small animal or you might lose control of the bus. If the pupil transportation vehicle does strike, injure, or kill an animal, the driver should not stop the vehicle. However, if the pupil transportation vehicle hits a large animal, such as a deer or a farm animal, there may be damage that may cause the vehicle to be inoperable.

These would be considered "reportable" accidents for insurance purposes. Stop the vehicle and inspect for damage. If the vehicle has sustained considerable damage, report the incident to the local authorities and the school administration. If the vehicle can be driven, continue on the route.

Driver Use of Cell Phones

Drivers shall not use a handheld wireless communication device to talk or read written communication, type written communication, or send written communication while operating pupil transportation vehicles. If the use of a handheld wireless communication device is necessary, the driver shall pull over onto the shoulder of the road or parking lots before using this device. School policy shall also determine appropriate use of the cell phone for conversations.

While operating a pupil transportation vehicle, Bluetooth devices may be utilized for dispatch-related conversation only.

Driver Distractions

The pupil transportation vehicle driver may be affected by a physical emergency such as dirt in the eyes, violent coughing, or sneezing. Slow down and stop; then correct the condition.

Do not try to retrieve any dropped item from the floor of the bus while it is in motion. Again stop; then recover or dispose of the dropped item.

A stinging insect, such as a bee, in the pupil transportation vehicle can create mild panic among the students. Ignore it while the bus is in motion. If it becomes a dangerous distraction, stop on the shoulder of the road; then remove the insect.

Student behavior problems and related issues are very distracting to the driver of a pupil transportation vehicle. Dangerous situations can occur quickly when the driver's attention is drawn away from the road due to students' disruptive actions. It may be necessary to pull the vehicle over to the side of the road in order to take control of the situation.



Accidents and Emergencies

If an accident is unavoidable, remain in the driver's seat and maintain control of the steering wheel. Just before impact of the accident, the driver should protect himself/herself by crossing his arms over his/her face and pressing his/her head and arms against the dash or steering wheel. Students should cross their arms over their faces and press their heads and arms against the backs of the seat in front of them.

Accident Procedures

The operator of any pupil transportation vehicle which is involved in an accident in Nebraska in which any person is killed or injured, or, where property damage exceeds \$1,000 for any one person, including the pupil transportation vehicle driver, must make a report within 10 days to the DMV.

As a pupil transportation vehicle driver, you must follow the specific procedures in the case of an accident involving a pupil transportation vehicle. Also, local school policy and the school's Safe Pupil Transportation Plan should include procedures for transporting pupils to their homes or to school in case of a pupil transportation vehicle being involved in an accident.

The following steps address post-accident procedures:

- Stop the vehicle immediately.
- Remain at the scene of the accident. Provide reasonable assistance to any person injured in the accident.
- Make certain all pupils are in a safe place away from traffic. They must not leave the assigned area without permission.
- Notify the law enforcement agency immediately. As necessary, inform the school administrator and request medical assistance.
- Make accurate notes of the incident including information such as names, license numbers, registration numbers, location, time, road, and weather conditions.
- Set three flares or reflectors to warn traffic, as follows:
 - On the traffic side of the vehicle, within ten (10) feet of the rear corner to mark the location of the vehicle.
 - On the shoulder of the road or in the lane the vehicle is stopped in, about 100 feet behind and ahead of the vehicle.
 - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - If the vehicle must stop on or by a one way, or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic.

If you are driving a pupil transportation vehicle and approach a scene of an accident in which your vehicle is not involved and no other assistance is available, you must stop to provide assistance. If you are driving a bus, activate the four (4)-way flashers to warn approaching traffic; if driving a small vehicle, activate the flashers.

Inform your passengers of the situation and park the vehicle in a safe location. Call local authorities to obtain help for those affected by the accident. Provide reasonable assistance until assistance arrives and then continue on the route schedule. Local school policy should include specific instructions to handle these situations.

Understanding the law and knowing the correct driving procedures will help you become a safe driver. When you begin to identify the mistakes of others and adjust your driving to compensate, you have mastered the basic fundamentals for “defensive driving.”





EMERGENCY EVACUATIONS & EQUIPMENT

Nebraska State Statute requires schools to conduct emergency evacuations at least twice a year for all students that are transported in a school bus. This includes students with special needs and those students that only ride for school activities. These drills shall be conducted by a pupil transportation vehicle driver who is qualified to operate a school bus.



School Bus Evacuation Drills

- All pupils shall be given an opportunity to participate in evacuation drills including those pupils who ride only on special trips.
- All pupils shall be instructed in school bus passenger safety and procedures for emergency evacuation prior to participation in evacuation drills.
- Evacuation drills should include instruction on the proper use of seat belt systems if the vehicle is equipped with belts.
- Drills should be held in restricted off-street areas and not on bus routes.
- All types of emergency evacuations should be practiced with emphasis on utilizing the rear emergency exit.

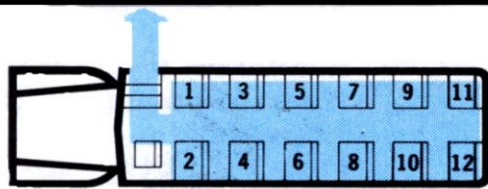
In a school bus accident or emergency situation, the pupil transportation driver must use his/her best judgment to decide what action shall be taken. As a pupil transportation driver, your

primary responsibility is pupil safety. In an emergency, it may be necessary that the bus be evacuated.

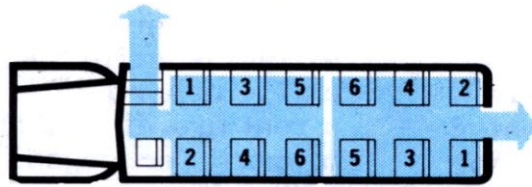
This procedure requires a definite plan followed by periodic practice in emergency evacuation drills.

A School Bus Must Be Evacuated in These Situations:

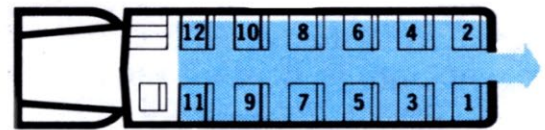
- The bus is on fire, it must be stopped and evacuated immediately. Passengers will move to a point 100 feet or more from the bus and remain there until the bus driver has determined that no danger remains. If a school bus is unable to move and is close to existing fire or highly combustible materials, the “danger of fire” shall be assumed, and all passengers must be evacuated and moved to a location upwind from the bus.
- The bus is stopped in an unsafe location and is unable to proceed, the driver must determine immediately if it is safer for passengers to remain on the bus or to evacuate. For example, if the bus is in the path of any train, or on or closely adjacent to any railroad tracks, passengers must be evacuated and moved to a point 100 feet or more from the bus.
- The bus could change position and increase the danger. For example, if a bus were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated.
- If there is danger of collision. Under normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.



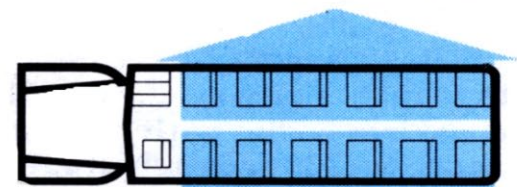
Front Door Evacuation



Front-Rear Evacuation



Rear Door Evacuation



Window Evacuation

School Bus Evacuation Plans

Important Factors in School Bus Evacuation

The safety of the pupils is of utmost importance and must be given first consideration. Prior to evacuation, the emergency brakes shall be set, ignition turned off, and the transmission placed in an appropriate gear.

The driver must stay in the bus during evacuation to facilitate the evacuation procedures.

Evacuations shall be conducted with "deliberate speed." A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient. A bus should be completely evacuated in two ½ minutes.

To ensure a safe exit, passengers must have their hands free. They must leave lunch boxes, books, and other personal belongings on the bus.

To assist the driver in evacuations, older students should be selected (and trained) to serve in the capacities listed below.

- Leaders - will lead passengers to safety from each door utilized for evacuation.
- Helpers - two pupils shall be stationed to aid passengers as they leave the bus through the rear emergency exit.

During an evacuation, passengers must be directed to a safe point at least 100 feet from the bus and remain there until given further directions.

Common Types of School Bus Emergency Evacuations

Utilizing the front or service door:

This evacuation is conducted using the same techniques as a routine unloading. The driver will choose whether to evacuate the bus one side at a time or on a staggered seat basis.

Utilizing only the rear exit door:

- The bus driver shall walk back through the bus to the rear exit and direct the pre-assigned leader and helpers to take their positions.
- The leader will open the rear emergency door, exit, and stand clear, ready to lead exiting passengers to a safe location set by the driver.
- The helpers will exit and take their position, one on each side of the rear emergency exit to assist passengers in exiting the bus in a safe and orderly manner.
- Passengers shall remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time or on a staggered seat basis.
- The driver shall advise all passengers to have



their hands free and coats buttoned. Each passenger shall be two steps away from the bus before the next person exits. Taller passengers would be reminded to duck their heads in order to exit safely.

Utilizing roof hatches, side emergency doors, and side/rear emergency windows:

- The side door is located on the left side (the street side) of the bus. Use caution exiting, as belongings may be tossed around and might be a hazard underfoot.
- Evacuation procedures are the same as if utilizing the 5-step rear door exit evacuation. Follow the instructions for opening the side/rear window emergency exits. Instructions are displayed on the door and below the window.



Evacuation of Pupils with Disabilities

Each bus route must have its own written emergency evacuation plan. This plan shall include a pupil's ability to evacuate or to help others.

When possible, pupils with disabilities should practice their evacuation skills as required of their non-disabled peers.

The driver/attendant shall also be familiar with any extra equipment on the bus that would aid in the actual evacuation.

It is important to enlist the help of school liaisons, parents and other personnel (such as physical therapists) to train and help pupils understand emergency procedures.

Local emergency personnel should also be

involved in developing the plans, especially if there are unique medical complexities of the pupils on board.

School Bus Pupil Representatives

The pupil transportation driver is responsible for the safety of students. However, in an emergency a driver might be incapacitated, unable to direct evacuation. Therefore, school bus representatives (school safety patrol members or appointed student) should be selected, trained, and prepared to direct the evacuation.

School bus representatives should be:

- Mature student – maturity is more important than age.
- Good citizens – a desire to serve is most important.

Choosing pupils who live near the end of the route might be helpful. They must also have written parental permission in advance.

Training programs shall prepare pupils to respond appropriately in case of an emergency. The school bus representatives should be instructed the proper way to:

- Turn off ignition switches.
- Set emergency brakes.
- Summon help when and where needed (instructions and telephone numbers shall be available on buses).
- Use windows for evacuation in emergencies.
- Set flags and reflectors or reflective triangles.
- Open and close service and emergency exit doors.
- Direct school bus evacuations.
- Perform other duties as directed by the driver.

Emergency Equipment

Pupil transportation vehicle drivers must be knowledgeable about the use and location of all emergency equipment. Emergency equipment includes the following:

- Reflector kit.
- Bus-mounted hazard flashers.
- Body fluid clean-up kit.
- First aid kits.
- Fire extinguishers.

- A case of three triangle shaped reflectors.
(Can be used day and night).

Hazard flashers are part of the lighting system of the pupil transportation vehicle. These can also be used to warn traffic.



Fire Extinguisher

Each pupil transportation vehicle must be



equipped with at least one dry chemical-type fire extinguisher with hose and with a total rating of 2A10B or greater.

In a bus, the fire extinguisher must be mounted and secured in the driver's compartment. In

small vehicles, the first extinguisher should be secured in the trunk or the rear of the vehicle.

To operate a fire extinguisher, remove it from the bracket and hold in an upright position. Pull the safety pin and stand upwind from the burning material. Activate the extinguisher by squeezing the handle. Direct it at the base of the fire using short bursts and sweeping side to side.



First Aid Kit

For buses, the first aid kit should be clearly identified, mounted, and secured in the driver's compartment. Buses with a capacity of less than 30 must have one first aid kit. Buses with more than a capacity of 30 must have two first aid kits – one mounted in the driver's compartment and the other mounted over the rear exit door. The first

aid kit should be stored in the trunk or the rear of small vehicles. Any item used from the first aid kit must be promptly replaced.

Contents of a First Aid Kit:

- 3 Sterile gauze compress
- 2 Non-sterile triangular bandage (40" x 36" x 54") with 2 safety pins
- 24 Sterile gauze pads (3" x 3")
- 2 Adhesive Tape (1" X 2 1/2 yards)
- 2 Sterile gauze roller bandage
- 12 Bandage compress (3")
- 12 Bandage compress (2")
- 1 Bandage scissors (4")
- 3 Sterile eye pads
- 100 Adhesive bandage (3/4" x 3")
- 1 Pair of medical examination gloves
- 1 Mouth to mouth airway
- 1 Moisture and dustproof container for kit

Body Fluid Clean-up Kit

The body fluid clean-up kit should be stored in the driver's compartment. The kit is designed for one time use and should be replaced as necessary. In a small vehicle, it should be stored in the rear or trunk of the vehicle.

Contents of a Body Fluid Clean-up Kit:

- 1 Absorbent Pack - 5 oz
- 2 Plastic disposable gloves
- 1 Scoop
- 1 Scraper
- Plastic trash bag with tie
- 2 (Minimum 12 in. x 12 in.)
(1 Red-biohazard and 1 black)
- 1 Disinfectant - 8 oz.
- Disposable Environmental
- 1 Protection Agency (EPA)
registered germicidal towels
- 1 Benzalkonium chloride towelette
- 1 Antiseptic bio hand cleaner-4oz
- 1 Moisture and dustproof container for kit



BASIC FIRST AID PROCEDURES

First aid is the immediate and temporary care given to the victim of an accident or sudden illness until medical services can be obtained. A pupil transportation vehicle driver should know how to properly administer basic first aid.

Keep these points in mind when handling situations that may require you to administer first aid:

- Remove everyone from danger and then provide first aid in a safe location. Also, do not attempt to make a rescue until you are sure you won't become a victim.
- Remain calm. Keeping your composure while helping the injured person will help him/her to keep calm and cooperate. If the person becomes anxious or excited, the damage from the injury could be increased.
- Plan quickly what you need to do. Learn basic procedures or have your first aid information available so you can care for the injured person.
- Send for professional help as soon as possible. Have local emergency telephone numbers and school telephone numbers available.
- Let the person know that help is on the way and try to make them as comfortable as possible.

Evaluate Situation and Set Priorities.

To effectively deal with emergencies, the situation must be evaluated, and priorities set. Three evaluations which must be made to establish priorities for treatment:

- Condition of the scene
- Type of injury
- Need for treatment

Primary first aid procedures are to:

- Restore breathing.
- Control bleeding.
- Prevent shock.

Whenever possible, do not move the victim – treat the person where you find him/her. However, several types of situations require the person to be moved out of immediate danger, such as fire,

electrocution, and drowning.

Bleeding

Bleeding needs immediate attention. Evaluate the type of bleeding and the amount of blood lost:

- Capillary oozing – injuries to capillaries or small veins. It is indicated by steady oozing of dark colored blood.
- Venous bleeding – bleeding from the vein. It is indicated by a flow of dark-colored blood at a steady rate.
- Arterial bleeding – bleeding from an artery. It is indicated by bright red blood flowing quickly in spurts.



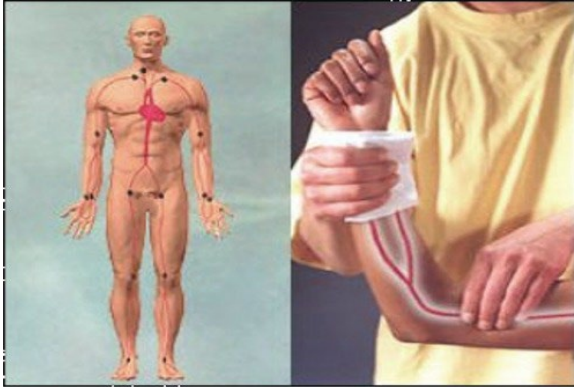
Blood flowing in a small, steady stream or small spurts can be serious, but can be controlled. Blood flowing in a heavy stream or large spurts is very serious and must be brought under control immediately.

The primary step to control bleeding is to exert direct pressure over the wound. Place the cleanest material available against the bleeding point and apply pressure by hand until the wound clots and can be dressed with bandages. If necessary, apply direct, even pressure with your bare hand. If blood soaks through the bandage, do not remove it. Apply more bandages and secure them. Make sure the bandages are not too tight, so circulation is not restricted.

Look for swelling around the wound. If the bandage interferes with the circulation of the blood, loosen it. Elevate the wound above the level of the heart, except when there is a broken bone.

Artery Pressure Point

If direct pressure on the wound does not control bleeding, direct pressure on any artery pressure point closest to the wound is necessary. The artery pressure point must be located between the heart and the wound. (See illustration below)



Tourniquet Warning

A tourniquet should only be used for hemorrhaging that cannot be controlled by direct or arterial pressure. Tourniquets are dangerous to apply, to leave on, and to remove. Stoppage of blood supply below the tourniquet can lead to gangrene and loss of limb.

Shock

Shock occurs when the vital body functions are depressed. The three most common causes of shock are:

- Excessive bleeding
- Inadequate breathing
- Splintered fractures

If shock is not treated promptly, death may result, even if the injury causing the shock is not severe enough to cause death. It is NOT recommended that drivers attempt to splint a fractured bone; instead, simply treat the victim for shock.

Recognizing shock

When a person is in shock, the skin is pale, cold, clammy, and moist with beads of sweat around the lips and forehead. The pulse is fast, weak, or entirely absent. Breathing is shallow and irregular, and the eyes are dull and vacant with dilated pupils. The person complains of nausea and dizziness. She may be unaware of the seriousness of the injury and then suddenly collapse.

Control of shock

The victim should lie down on top of an article of clothing, newspaper or other material and kept warm with a light blanket. In warmer temperatures, it is not necessary to use cover.

The person should not become overly warm so that perspiration occurs. Perspiration draws blood to the skin, away from the interior of the body where it is needed. In order to help the flow of blood to the heart and head, elevate their legs at least 12 inches high. If there is a head or chest injury or breathing seems difficult, elevate the chest instead of the legs.

Offer small amounts of water to the person every 15 minutes. Do not give water if the victim is vomiting, nauseous, or unconscious.

Burns

It is not recommended to treat burns. First aid treatment often causes complications and interferes with the treatment given by the physicians. Keep the burned area uncontaminated and treat for shock.

Do not apply burn preparation and do not use ice water – it intensifies the shock. There are exceptions when it may be necessary to give first aid. Chemicals may continue to burn the skin if they are not removed. Large amounts of water should be used to flush the area free of the chemicals, particularly if it is a chemical burn of the eyes or face.

Epilepsy

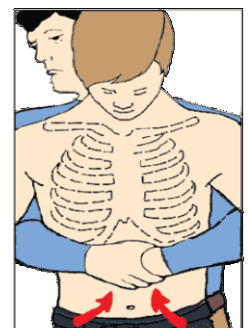
Once an epileptic seizure begins, you may not be able to move the person. Try to prevent him/her from injury, such as striking his/her head or body against any hard, sharp, or hot object.

Do not restrain the person or interfere with his/her movements. Epilepsy victims seldom bite their tongues during seizures. More harm is done when an object is forced between the teeth or into the mouth. Breaking teeth, cutting lips, mouth, or tongue, can occur more often than by the tongue being bitten because of the seizure.

You should communicate information about any seizure to the parents and to the school authorities.

Choking

The Heimlich Method, or



Hug of Life, is a procedure to help a choking person. Stand behind the person, place your arms around his/her waist and grasp your hands together halfway between the navel and sternum (right below the rib cage). Form a fist with the thumb side against the midriff area. Grasp your fist with your other hand, press midriff area with a quick upward thrust. If the person has collapsed, turn him/her on his/her back. Straddle him/her and press into the same spot with a quick upward thrust with the heel of one hand placed on top of the other hand. Continue until object is freed and/or the person begins coughing.

Do not pound or slap a choking person on the back – this can force the object further into the throat. Artificial respiration or offering water is useless because the throat is blocked. Children often choke from running with food or other objects in their mouths.

Cardiopulmonary Resuscitation (CPR)

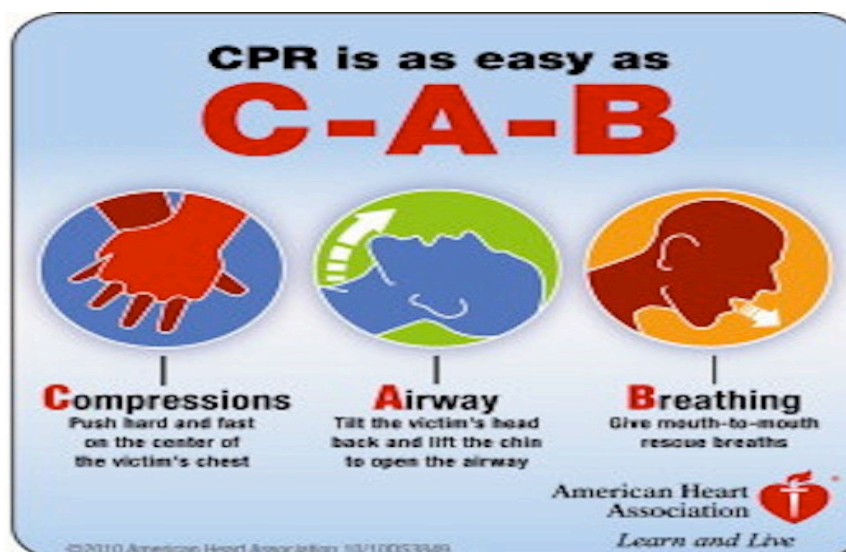
CPR should be used when a person is unresponsive or when breathing or heart beat stops.

1. Call 911 immediately or ask someone else to do so.
2. Try to get the person to respond; if he/she does not, roll the person on his/her or her back.
3. Start chest compressions. Place the heel of

your hand on the center of the victim's chest. Put your other hand on top of the first with your fingers interlaced.

4. Press down so you compress the chest at least 2 inches in adults and children and 1.5 inches in infants. "One hundred times a minute or even a little faster is optimal," Sayre says. (That's about the same rhythm as the beat of the Bee Gee's song "Stayin' Alive.")
5. If you're being trained in CPR, you can now open the airway with a head tilt and chin lift.
6. Pinch closed the nose of the victim. Take a normal breath, cover the victim's mouth with yours to create an airtight seal, and then give two, one-second breaths as you watch for the chest to rise.
7. Continue compressions and breaths -- 30 compressions, two breaths -- until help arrives.

Component	Adults	Children	Infants*
	Unresponsive (for all ages)		
Recognition	No breathing or no normal breathing (i.e., only gasping)	No breathing or only gasping	



	No pulse palpated within 10 seconds for all ages (HCP only)	
CPR sequence	C-A-B	
Compression rate	At least 100/min	
Compression depth	At least 2 inches (5 cm)	At least 1/3 AP diameter About 1 1/2 inches (4 cm)
Chest wall recoil	Allow complete recoil between compressions HCPs rotate compressors every 2 minutes	
Compression interruptions	Minimize interruptions in chest compressions Attempt to limit interruptions to <10 seconds	
Airway	Head tilt–chin lift (HCP suspected trauma: jaw thrust)	
Compression-to-ventilation ratio (until advanced airway placed)	30:2 1 or 2 rescuers	30:2 Single rescuer 15:2 2 HCP rescuers
Ventilations: when rescuer untrained or trained and not proficient	Compressions only	
Ventilations with advanced airway (HCP)	1 breath every 6-8 seconds (8-10 breaths/min) Asynchronous with chest compressions About 1 second per breath Visible chest rise	
Defibrillation	Attach and use AED as soon as available. Minimize interruptions in chest compressions before and after shock; resume CPR beginning with compressions immediately after each shock.	

Abbreviations:

AED - automated external defibrillator.

AP - anterior-posterior.

CPR - cardiopulmonary resuscitation.

HCP - healthcare provider.

*Excluding the newly born, in whom the etiology of an arrest is nearly always asphyxia.

APPENDIX A: SAMPLE PRE-TRIP VEHICLE INSPECTION FORM

This document is provided as an example of a pre-trip Inspection Form – schools should adapt to suit the district individual needs.
Completed forms should be kept for your school records. **Do not submit this form to the Nebraska Department of Education.**

Daily Vehicle Inspection Form			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Other
Vehicle No.									
Visual Check of Vehicle Interior/Exterior for Suspicious Items									
Under the Hood	1. Water Level								
	2. Oil Level								
	3. Belts & Hoses								
	4. Fluid Leaks								
Inside Vehicle	5. Floor Clean								
	6. Seats & Windows								
	7. Emergency Equipment								
Start Engine	8. Oil Pressure								
	9. Air/Vacuum Pressure								
	10. Fuel Level								
	11. Heaters & Defrosters								
	12. Wipers & Washer								
	13. Service Door								
	14. Low & High Beam Indicator								
	15. Left Signal Indicator								
	16. Amber Warning Lights								
	17. Emergency Exit & Buzzer								
Outside Vehicle	18. Rear Clear Lights								
	19. Amber Warning Lights								
	20. Left Turn Signal, Rear								
	21. Brake & Taillights								
	22. I.D. Lights								
	23. Exhaust System								
	24. Tires & Wheels, Rear								
Move to Front	25. Headlights, High Beam								
	26. Clear Lights								
	27. Amber Warning Lights								
	28. Left Turn Signal, Front								
	29. Front Tires & Wheels								
	30. Crossover Mirror								
Re-Enter Vehicle	31. Both Rear View Mirrors								
	32. Low Beam Indicator								
	33. Right Signal Indicator								
Outside Vehicle	34. Red Warning Lights								
	35. Right Turn Signal, Front								
Move to Front	36. Red Warning Lights								
	37. Right Turn, Signal								
Re-Enter Vehicle	38. Red Warning Lights								
	39. Service Brakes								
40. Parking Brake									

(Odometer

Mon. Tues. Wed. Thurs. Fri.

Date:

Regular Route	Before	Am							Activity Trips	Before	Am					
	After	Pm						After		Pm						

Signature: _____

APPENDIX B - SAMPLE POST TRIP FORM

This document is provided as a suggested form- schools should adapt to suit the district's individual needs. Completed forms should be kept for your school records. **Do not submit this form to the Nebraska Department of Education.**

POST ROUTE CHECK OF VEHICLE

Minimum Requirements

Week of: _____

Vehicle # _____

Drivers are to initial the appropriate box indicating the following Post Check of the vehicle has been completed:

- No students remain on the vehicle.
- Damage due to vandalism
- Vehicle keys have been removed.
- Vehicle is secured.

	<u>Sunday</u>			<u>Monday</u>			<u>Tuesday</u>			<u>Wednesday</u>			<u>Thursday</u>			<u>Friday</u>			<u>Saturday</u>		
	<u>AM</u>	<u>PM</u>	<u>Other</u>	<u>AM</u>	<u>PM</u>	<u>Other</u>	<u>AM</u>	<u>PM</u>	<u>Other</u>	<u>AM</u>	<u>PM</u>	<u>Other</u>	<u>AM</u>	<u>PM</u>	<u>Other</u>	<u>AM</u>	<u>PM</u>	<u>Other</u>	<u>AM</u>	<u>PM</u>	<u>Other</u>
<u>Driver Initials</u>																					
<u>Confirmed by</u>																					
<u>Notes</u>																					

Post Trip inspection sheets should be submitted on a weekly basis to school administration.

APPENDIX C – COMMERCIAL DRIVER’S MANUAL SECTION 10-1

Section 10-1

SCHOOL BUSES

https://dmv.nebraska.gov/sites/dmv.nebraska.gov/files/doc/manuals/mod_cdl_new_manual.pdf

THIS SECTION IS FOR SCHOOL BUS DRIVERS

SECTION 10 SCHOOL BUSES

This Section Covers

- **Danger Zones and Use of Mirrors**
- **Loading and Unloading**
- **Emergency Exit and Evacuation**
- **Railroad-highway Grade Crossings**
- **Student Management**
- **Antilock Braking Systems**
- **Special Safety Considerations**

Because state and local laws and regulations regulate so much of school transportation and school bus operations, many of the procedures in this section may differ from state to state. You should be thoroughly familiar with the laws and regulations in your state and local school district.

10.1 – Danger Zones and Use of Mirrors

10.1.1 – Danger Zones

The danger zone is the area on all sides of the bus where children are in the most danger of being hit, either by another vehicle or their own bus. The danger zones may extend as much as 30 feet from the front bumper, 10 feet from the left and right sides of the bus and 10 feet behind the rear bumper of the school bus. In addition, the area to the left of the bus is always considered dangerous because of passing cars. Figure 10.1 illustrates these danger zones.

10.1.2 – Correct Mirror Adjustment

Proper adjustment and use of all mirrors is vital to the safe operation of the school bus in order to observe the danger zone around the bus and look for students, traffic, and other objects in this area. You should always check each mirror before operating the school bus to obtain maximum viewing area consistent with the vision requirements of Federal Motor Vehicle Safety Standard No. 111 "Mirror Systems". If necessary, have the mirrors adjusted.

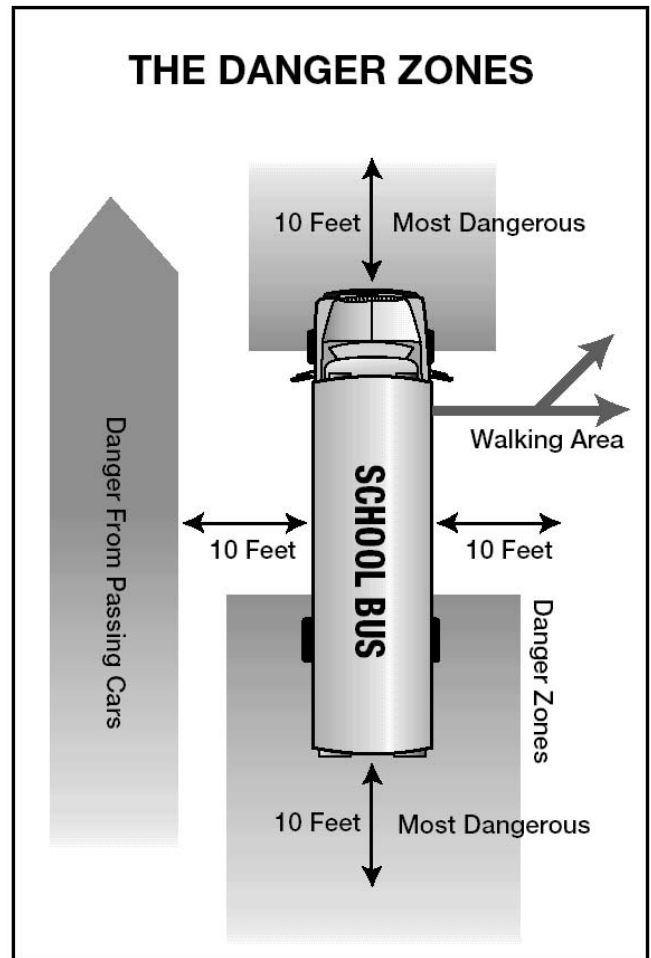


Figure 10.1

10.1.3 – Outside Left and Right Side Flat Mirrors

These mirrors are mounted at the left and right front corners of the bus at the side or front of the windshield. They are used to monitor traffic, check clearances and students on the sides and to the rear of the bus. There is a blind spot immediately below and in front of each mirror and directly in back of the rear bumper. The blind spot behind the bus could extend up to 400 feet depending on the width of the bus.

Ensure that the mirrors are properly adjusted so you can see:

- 200 feet or 4 bus lengths behind the bus.
- Along the sides of the bus.
- The rear tires touching the ground.

Figure 10.2 shows how both the outside left and right side flat mirrors should be adjusted.

LEFT AND RIGHT SIDE FLAT MIRRORS

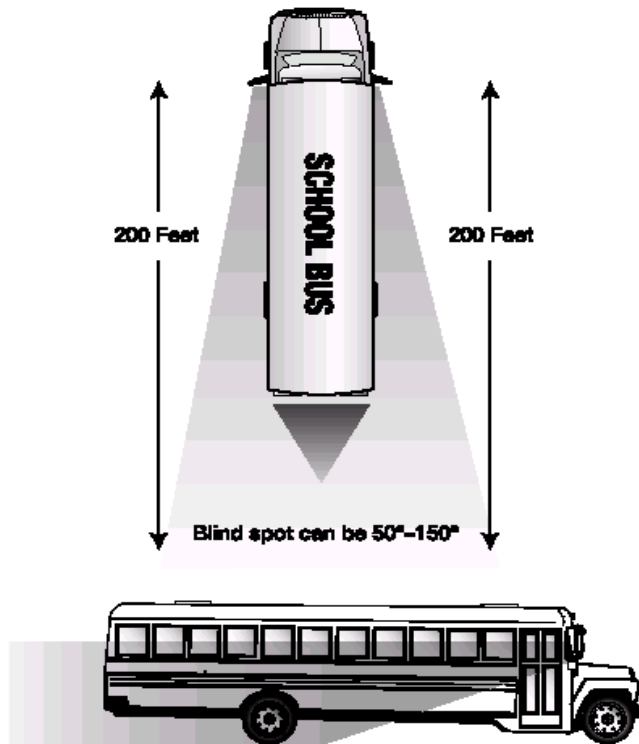


Figure 10.2

10.1.4 – Outside Left and Right Side Convex Mirrors

The convex mirrors are located below the outside flat mirrors. They are used to monitor the left and right sides at a wide angle. They provide a view of traffic, clearances, and students at the side of the bus. These mirrors present a view of people and objects that does not accurately reflect their size and distance from the bus.

You should position these mirrors to see:

- The entire side of the bus up to the mirror mounts.
- Front of the rear tires touching the ground.
- At least one traffic lane on either side of the bus.

Figure 10.3 shows how both the outside left and

right side convex mirrors should be adjusted.

LEFT AND RIGHT SIDE CONVEX MIRRORS

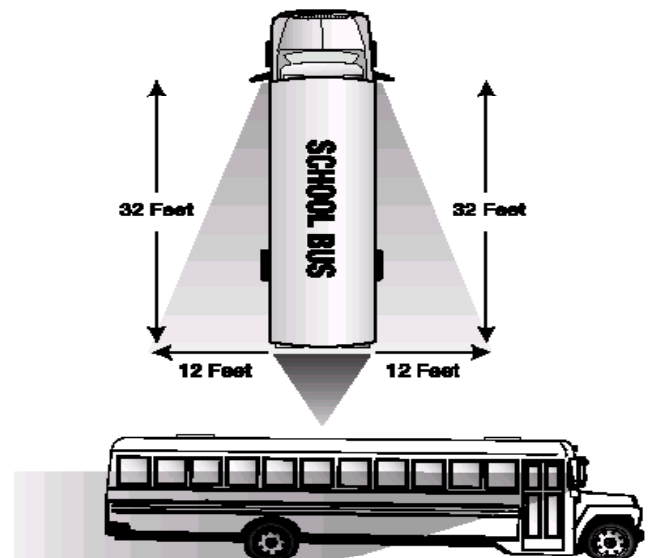


Figure 10.3

10.1.5 – Outside Left and Right Side Crossover Mirrors

These mirrors are mounted on both left and right front corners of the bus. They are used to see the front bumper “danger zone” area directly in front of the bus that is not visible by direct vision, and to view the “danger zone” area to the left side and right side of the bus, including the service door and front wheel area. The mirror presents a view of people and objects that does not accurately reflect their size and distance from the bus. The driver must ensure that these mirrors are properly adjusted.

Ensure that the mirrors are properly adjusted so you can see:

- The entire area in front of the bus from the front bumper at ground level to a point where direct vision is possible. Direct vision and mirror view vision should overlap.
- The right and left front tires touching the ground.
- The area from the front of the bus to the service door.

- These mirrors, along with the convex and flat mirrors, should be viewed in a logical sequence to ensure that a child or object is not in any of the danger zones.

Figure 10.4 illustrates how the left and right-side crossover mirrors should be adjusted.

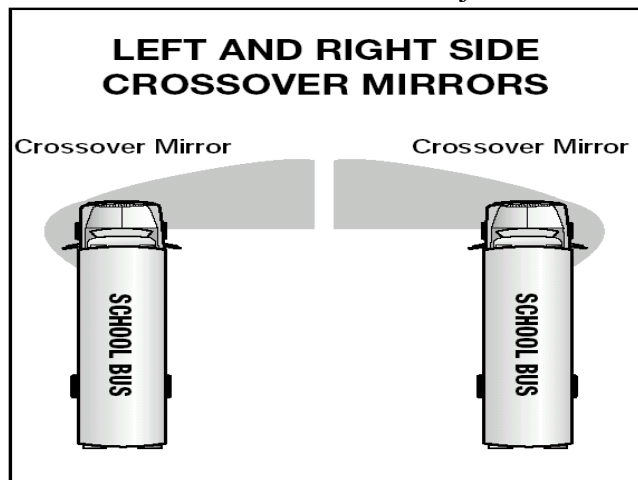


Figure 10.4

10.1.6 – Overhead Inside Rearview Mirror

This mirror is mounted directly above the windshield on the driver's side area of the bus. This mirror is used to monitor passenger activity inside the bus. It may provide limited visibility directly in back of the bus if the bus is equipped with a glass-bottomed rear emergency door. There is a blind spot area directly behind the driver's seat as well as a large blind spot area that begins at the rear bumper and could extend up to 400 feet or more behind the bus. You must use the exterior side mirrors to monitor traffic that approaches and enters this area.

You should position the mirror to see:

- The top of the rear window in the top of the mirror.
- All of the students, including the heads of the students right behind you.

10.2 – Loading and Unloading

More students are killed while getting on or off a school bus each year than are killed as passengers inside of a school bus. As a result,

knowing what to do before, during, and after loading or unloading students is critical. This section will give you specific procedures to help you avoid unsafe conditions which could result in injuries and fatalities during and after loading and unloading students.

The information in this section is intended to provide a broad overview, but is not a definitive set of actions. It is imperative that you learn and obey the state laws and regulations governing loading/unloading operations in your state.

10.2.1 – Approaching the Stop

Each school district establishes official routes and official school bus stops. All stops should be approved by the school district prior to making the stop. You should never change the location of a bus stop without written approval from the appropriate school district official.

You must use extreme caution when approaching a school bus stop. You are in a very demanding situation when entering these areas. It is critical that you understand and follow all state and local laws and regulations regarding approaching a school bus stop. This would involve the proper use of mirrors, alternating flashing lights, and when equipped, the moveable stop signal arm and crossing control arm.

When approaching the stop, you should:

- Approach cautiously at a slow rate of speed.
- Look for pedestrians, traffic, or other objects before, during, and after coming to a stop.
- Continuously check all mirrors.
- If the school bus is so equipped, activate alternating flashing amber warning lights at least 200 feet or approximately 5-10 seconds before the school bus stop or in accordance with state law.
- Turn on right turn signal indicator about 100-300 feet or approximately 3-5 seconds before pulling over.
- Continuously check mirrors to monitor the danger zones for students, traffic, and other objects.

- Move as far as possible to the right on the traveled portion of the roadway.
- Bring school bus to a full stop with the front bumper at least 10 feet away from students at the designated stop. This forces the students to walk to the bus, so you have a better view of their movements.
- Place transmission in Park, or if there is no Park shift point, in Neutral and set the parking brake at each stop.
- Activate alternating red lights when traffic is a safe distance from the school bus and ensure stop arm is extended.
- Make a final check to see that all traffic has stopped before completely opening the door and signaling students to approach.

10.2.2 – Loading Procedures

- Perform a safe stop as described in subsection 10.2.1.
- Students should wait in a designated location for the school bus, facing the bus as it approaches.
- Students should board the bus only when signaled by the driver.
- Monitor all mirrors continuously.
- Count the number of students at the bus stop and be sure all board the bus. If possible, know names of students at each stop. If there is a student missing, ask the other students where the student is.
- Have the students board the school bus slowly, in single file, and use the handrail.
The dome light should be on while loading in the dark.
- Wait until students are seated and facing forward before moving the bus.
- Check all mirrors. Make certain no one is running to catch the bus.
- If you cannot account for a student outside, secure the bus, take the key, and check around and underneath the bus.
- When all students are accounted for, prepare to leave by:
 - Closing the door.

- Engaging the transmission.
- Releasing the parking brake.
- Turning off alternating flashing red lights.
- Turning on left turn signal.
- Checking all mirrors again.
- Allowing congested traffic to disperse.

- When it is safe, move the bus to enter traffic flow and continue the route.

The loading procedure is essentially the same wherever you load students, but there are slight differences. When students are loading at the school campus, you should:

- Turn off the ignition switch.
- Remove key if leaving driver's compartment.
- Position yourself to supervise loading as required or recommended by your state or local regulations.

10.2.3 – Unloading Procedures on the Route

- Perform a safe stop at designated unloading areas as described in subsection 10.2.1.
- Have the students remain seated until told to exit.
- Check all mirrors.
- Count the number of students while unloading to confirm the location of all students before pulling away from the stop.
- Tell students to exit the bus and walk at least 10 feet away from the side of the bus to a position where the driver can plainly see all students.
- Check all mirrors again. Make sure no students are around or returning to the bus.
- If you cannot account for a student outside the bus, secure the bus, and check around and underneath the bus.
- When all students are accounted for, prepare to leave by:
 - Closing the door.
 - Engaging transmission.
 - Releasing parking brake.

- Turning off alternating flashing red lights.
- Turning on left turn signal.
- Checking all mirrors again.
- Allowing congested traffic to disperse.

- When it is safe, move the bus, enter the traffic flow and continue the route.

Note. If you have missed a student's unloading stop, do not back up. Be sure to follow local procedures.

Additional Procedures for Students That Must Cross the Roadway.

You should understand what students should do when exiting a school bus and crossing the street in front of the bus. In addition, the school bus driver should understand that students might not always do what they are supposed to do. If a student or students must cross the roadway, they should follow these procedures:

- Walk approximately 10 feet away from the side of the school bus to a position where you can see them.
- Walk to a location at least 10 feet in front of the right corner of the bumper, but still remaining away from the front of the school bus.
- Stop at the right edge of the roadway. You should be able to see the student's feet.

When students reach the edge of the roadway, they should:

- Stop and look in all directions, making sure the roadway is clear and is safe.
- Check to see if the red flashing lights on the bus are still flashing.
- Wait for your signal before crossing the roadway.
- *Upon your signal, the students should:*
 - Cross far enough in front of the school bus to be in your view.
 - Stop at the left edge of the school bus, stop, and look again for your

signal to continue to cross the roadway.

- Look for traffic in both directions, making sure roadway is clear.
- Proceed across the roadway, continuing to look in all directions.

Notes

1. The school bus driver should enforce any state or local regulations or recommendations concerning student actions outside the school bus

10.2.4 – Unloading Procedures at School

State and local laws and regulations regarding unloading students at schools, particularly in situations where such activities take place in the school parking lot or other location that is off the traveled roadway, are often different than unloading along the school bus route. It is important that the school bus driver understands and obeys state and local laws and regulations. The following procedures are meant to be general guidelines.

When unloading at the school you should follow these procedures:

- Perform a safe stop at designated unloading areas as described in subsection 10.2.1.
- Secure the bus by:
 - Turning off the ignition switch.
 - Removing key if leaving driver's compartment.
- Have the students remain seated until told to exit.
- Position yourself to supervise unloading as required or recommended by your state or local regulations.
- Have students exit in orderly fashion.
- Observe students as they step from bus to see that all move promptly away from the unloading area.
- Walk through the bus and check for hiding/sleeping students and items left by students.
- Check all mirrors. Make certain no students are returning to the bus.

- If you cannot account for a student outside the bus and the bus is secure, check around and underneath the bus.

When all students are accounted for, prepare to leave by:

- Closing the door.
 - Fastening safety belt.
 - Starting engine.
 - Engaging the transmission.
 - Releasing the parking brake.
 - Turning off alternating flashing red lights.
 - Turning on left turn signal.
 - Checking all mirrors again.
 - Allowing congested traffic to disperse.
- When it is safe, pull away from the unloading area.

10.2.5 – Special Dangers of Loading and Unloading

Dropped or Forgotten Objects. Always focus on students as they approach the bus and watch for any who disappear from sight.

Students may drop an object near the bus during loading and unloading. Stopping to pick up the object, or returning to pick up the object may cause the student to disappear from the driver's sight at a very dangerous moment.

Students should be told to leave any dropped object and move to a point of safety out of the danger zones and attempt to get the driver's attention to retrieve the object.

Handrail Hang-ups. Students have been injured or killed when clothing, accessories, or even parts of their body get caught in the handrail or door as they exited the bus. You should closely observe all students exiting the bus to confirm that they are in a safe location prior to moving the bus.

10.2.6 – Post-trip Inspection

When your route or school activity trip is finished, you should conduct a post-trip inspection of the bus.

You should walk through the bus and around the bus looking for the following:

- Articles left on the bus.
- Sleeping students.
- Open windows and doors.
- Mechanical/operational problems with the bus, with special attention to items that are unique to school buses – mirror systems, flashing warning lamps and stop signal arms.
- Damage or vandalism.

Any problems or special situations should be reported immediately to your supervisor or school authorities.

10.3 – Emergency Exit and Evacuation

An emergency situation can happen to anyone, anytime, anywhere. It could be a crash, a stalled school bus on a railroad-highway crossing or in a high-speed intersection, an electrical fire in the engine compartment, a medical emergency to a student on the school bus, etc. Knowing what to do in an emergency—before, during and after an evacuation—can mean the difference between life and death.

10.3.1 – Planning for Emergencies

Determine Need to Evacuate Bus. The first and most important consideration is for you to recognize the hazard. If time permits, school bus drivers should contact their dispatcher to explain the situation before making a decision to evacuate the school bus.

As a general rule, student safety and control are best maintained by keeping students on the bus during an emergency and/or impending crisis situation, if so, doing does not expose them to unnecessary risk or injury. Remember, the decision to evacuate the bus must be a timely one.

A decision to evacuate should include consideration of the following conditions:

- Is there a fire or danger of fire?
- Is there a smell of raw or leaking fuel?

- Is there a chance the bus could be hit by other vehicles?
- Is the bus in the path of a sighted tornado or rising waters?
- Are there downed power lines?
- Would removing students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
- Would moving students complicate injuries such as neck and back injuries and fractures?
- Is there a hazardous spill involved? Sometimes, it may be safer to remain on the bus and not come in contact with the material.

Mandatory Evacuations. The driver must evacuate the bus when:

- The bus is on fire or there is a threat of a fire.
- The bus is stalled on or adjacent to a railroad-highway crossing.
- The position of the bus may change and increase the danger.
- There is an imminent danger of collision.
- There is a need to quickly evacuate because of a hazardous materials spill.

10.3.2 – Evacuation Procedures

Be Prepared and Plan Ahead. When possible, assign two responsible, older student assistants to each emergency exit. Teach them how to assist the other students off the bus. Assign another student assistant to lead the students to a “safe place” after evacuation. However, you must recognize that there may not be older, responsible students on the bus at the time of the emergency. Therefore, emergency evacuation procedures must be explained to all students. This includes knowing how to operate the various emergency exits and the importance of listening to and following all instructions given by you.

Some tips to determine a safe place:

- A safe place will be at least 100 feet off the road in the direction of oncoming

traffic. This will keep the students from being hit by debris if another vehicle collides with the bus.

- Lead students upwind of the bus if fire is present.
- Lead students as far away from railroad tracks as possible and in the direction of any oncoming train.
- Lead students upwind of the bus at least 300 feet if there is a risk from spilled hazardous materials.
- If the bus is in the direct path of a sighted tornado and evacuation is ordered, escort students to a nearby ditch or culvert if shelter in a building is not readily available, and direct them to lie face down, hands covering their head. They should be far enough away so the bus cannot topple on them.
- Avoid areas that are subject to flash floods.

General Procedures

Determine if evacuation is in the best interest of safety.

- Determine the best type of evacuation:
 - Front, rear or side door evacuation, or some combination of doors.
 - Roof or window evacuation.
- Secure the bus by:
 - Placing transmission in Park, or if there is no shift point, in Neutral.
 - Setting parking brakes.
 - Shutting off the engine.
 - Removing ignition key.
 - Activating hazard-warning lights.
- If time allows, notify dispatch office of evacuation location, conditions, and type of assistance needed.
- Dangle radio microphone or telephone out of driver’s window for later use, if operable.
- If no radio, or radio is inoperable, dispatch a passing motorist or area resident to call for help. As a last resort, dispatch two older, responsible students to go for help.
- Order the evacuation.
- Evacuate students from the bus.

- Do not move a student you believe may have suffered a neck or spinal injury unless his or her life is in immediate danger.
- Special procedures must be used to move neck spinal injury victims to prevent further injury.

- Direct a student assistant to lead students to the nearest safe place.
- Walk through the bus to ensure no students remain on the bus. Retrieve emergency equipment.
- Join waiting students. Account for all students and check for their safety.
- Protect the scene. Set out emergency warning devices as necessary and appropriate.
- Prepare information for emergency responders.

10.4 – Railroad-highway Crossings

10.4.1 – Types of Crossings

Passive Crossings. This type of crossing does not have any type of traffic control device. You must stop at these crossings and follow proper procedures. However, the decision to proceed rests entirely in your hands. Passive crossings require you to recognize the crossing, search for any train using the tracks and decide if there is sufficient clear space to cross safely. Passive crossings have yellow circular advance warning signs, pavement markings and crossbucks to assist you in recognizing a crossing.

Active Crossings. This type of crossing has a traffic control device installed at the crossing to regulate traffic at the crossing. These active devices include flashing red lights, with or without bells and flashing red lights with bells and gates.

10.4.2 – Warning Signs and Devices

Advance Warning Signs. The round, black-on-yellow warning sign is placed ahead of a public railroad-highway crossing. The advance warning sign tells you to slow down, look and listen for the train, and be prepared to stop at the tracks if a train is coming. See Figure 10.5.



Figure 10.5

Pavement Markings. Pavement markings mean the same as the advance warning sign. They consist of an “X” with the letters “” RR” and a no passing marking on two-lane roads.

There is also a no passing zone sign on two-lane roads. There may be a white stop line painted on the pavement before the railroad tracks. The front of the school bus must remain behind this line while stopped at the crossing. See Figure 10.7.



Figure 10.6

Crossbuck Signs. This sign marks the crossing. It requires you to yield the right-of-way to the train. If there is no white line painted on the pavement, you must stop the bus before the crossbuck sign. When the road crosses over more than one set of tracks, a sign below the crossbuck indicates the number of tracks. See Figure 10.7.

Flashing Red Light Signals. At many highway-rail grade crossings, the crossbuck sign has flashing red lights and bells. When the lights begin to flash, stop! A train is approaching. You are required to yield the right-of-way to the train. If there is more than one track, make sure all tracks are clear before crossing. See Figure 10.8.

Gates. Many railroad-highway crossings have gates with flashing red lights and bells. Stop when the lights begin to flash and before the gate lowers across the road lane. Remain stopped until the gates go up and the lights have stopped flashing. Proceed when it is safe. If the gate stays down after the train passes, do not drive around the gate. Instead, call your dispatcher. See Figure 10.8.

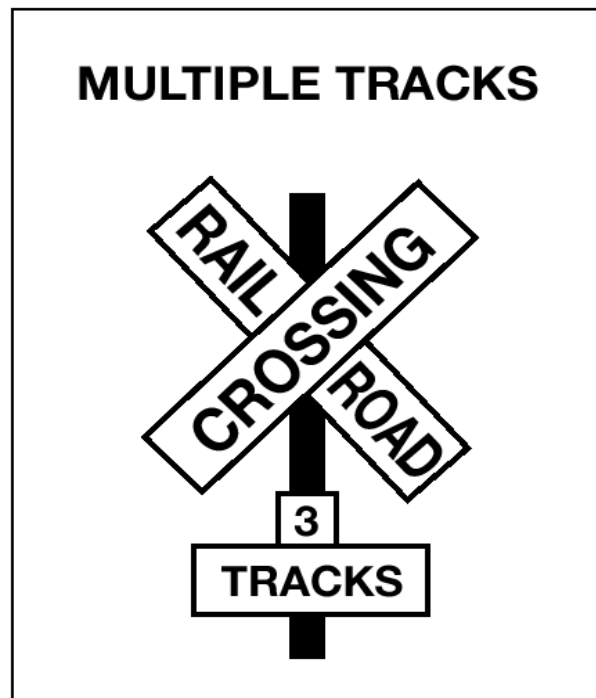


Figure 10.7

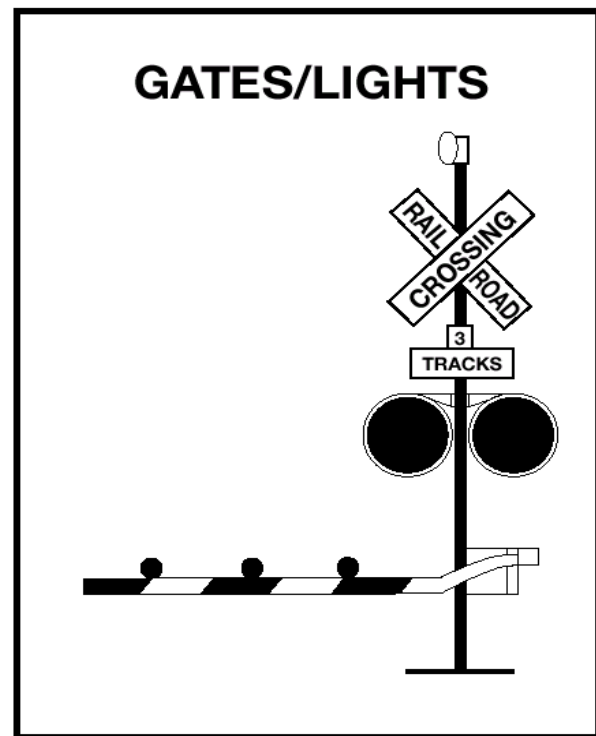


Figure 10.8

10.4.3 – Recommended Procedures

Each state has laws and regulations governing how school buses must operate at railroad-highway crossings. It is important for you to understand and obey these state laws and

regulations. In general, school buses must stop at all crossings, and ensure it is safe before proceeding across the tracks. The specific procedures required in each state vary.

A school bus is one of the safest vehicles on the highway. However, a school bus does not have the slightest edge when involved in a crash with a train. Because of a train's size and weight, it cannot stop quickly. An emergency escape route does not exist for a train. You can prevent school bus/train crashes by following these recommended procedures.

- Approaching the Crossing:
 - Slow down, including shifting to a lower gear in a manual transmission bus, and test your brakes.
 - Activate hazard lights approximately 200 feet before the crossing. Make sure your intentions are known.
 - Scan your surroundings and check for traffic behind you.
 - Stay to the right of the roadway if possible.
 - Choose an escape route in the event of a brake failure or problems behind you.
- At the Crossing:
 - Stop no closer than 15 feet and no farther than 50 feet from the nearest rail, where you have the best view of the tracks.
 - Place the transmission in Park, or if there is no Park shift point, in Neutral and press down on the service brake or set the parking brakes.
 - Turn off all radios and noisy equipment and silence the passengers.
 - Open the service door and driver's window. Look and listen for an approaching train.
- Crossing the Track:
 - Check the crossing signals again before proceeding.
 - At a multiple-track crossing, stop only before the first set of tracks. When you are sure no train is approaching on any

track, proceed across all of the tracks until you have completely cleared them.

- Cross the tracks in a low gear. Do not change gears while crossing.
- If the gate comes down after you have started across, drive through it even if it means you will break the gate.

10.4.4 – Special Situations

Bus Stalls or Trapped on Tracks. If your bus stalls or is trapped on the tracks, get everyone out and off the tracks immediately. Move everyone far from the bus at an angle, which is both away from the tracks and toward the train.

Police Officer at the Crossing. If a police officer is at the crossing, obey directions. If there is no police officer, and you believe the signal is malfunctioning, call your dispatcher to report the situation and ask for instructions on how to proceed.

Obstructed View of Tracks. Plan your route so it provides maximum sight distance at highway-rail grade crossings. Do not attempt to cross the tracks unless you can see far enough down the track to know for certain that no trains are approaching. Passive crossings are those that do not have any type of traffic control device. Be especially careful at "passive" crossings. Even if there are active railroad signals that indicate the tracks are clear, you must look and listen to be sure it is safe to proceed.

Containment or Storage Areas. If it won't fit, don't commit! Know the length of your bus and the size of the containment area at highway-rail crossings on the school bus route, as well as any crossing you encounter in the course of a school activity trip.

When approaching a crossing with a signal or stop sign on the opposite side, pay attention to the amount of room there. Be certain the bus has enough containment or storage area to completely clear the railroad tracks on the other side if there is a need to stop. As a general rule, add 15 feet to the length of the school bus to determine an acceptable amount of containment or storage area.

10.5 – Student Management

10.5.1 – Don't Deal with On-bus. Problems When Loading and Unloading

In order to get students to and from school safely and on time, you need to be able to concentrate on the driving task.

Loading and unloading requires all your concentration. Don't take your eyes off what is happening outside the bus.

If there is a behavior problem on the bus, wait until the students unloading are safely off the bus and have moved away. If necessary, pull the bus over to handle the problem.

10.5.2 – Handling Serious Problems

Tips on handling serious problems:

- Follow your school's procedures for discipline or refusal of rights to ride the bus.
- Stop the bus. Park in a safe location off the road, perhaps a parking lot or a driveway.
- Secure the bus. Take the ignition key with you if you leave your seat.
- Stand up and speak respectfully to the offender or offenders. Speak in a courteous manner with a firm voice. Remind the offender of the expected behavior. Do not show anger but do show that you mean business.
- If a change of seating is needed, request that the student move to a seat near you.
- Never put a student off the bus except at school or at his or her designated school bus stop. If you feel that the offense is serious enough that you cannot safely drive the bus, call for a school administrator or the police to come and remove the student. Always follow your state or local procedures for requesting assistance.

10.6 – Antilock Braking Systems

10.6.1 – Vehicles Required to Have

Antilock Braking Systems

The Department of Transportation requires that antilock braking systems be on:

- Air brakes vehicles, (trucks, buses, trailers and converter dollies) built on or after March 1, 1998.
- Hydraulically braked trucks and buses with a gross vehicle weight rating of 10,000 lbs or more built on or after March 1, 1999.

Many buses built before these dates have been voluntarily equipped with ABS.

Your school bus will have a yellow ABS malfunction lamp on the instrument panel if it is equipped with ABS.

10.6.2 – How ABS Helps You

When you brake hard on slippery surfaces in a vehicle without ABS, your wheels may lock up. When your steering wheels lock up, you lose steering control. When your other wheels lock up, you may skid or even spin the vehicle.

ABS helps you avoid wheel lock up and maintain control. You may or may not be able to stop faster with ABS, but you should be able to steer around an obstacle while braking, and avoid skids caused by over braking.

10.6.3 – Braking with ABS

When you drive a vehicle with ABS, you should brake as you always have. In other words:

- Use only the braking force necessary to stop safely and stay in control.
- Brake the same way, regardless of whether you have ABS on the bus. However, in emergency braking, do not pump the brakes on a bus with ABS.
- As you slow down, monitor your bus and back off the brakes (if it is safe to do so) to stay in control.

10.6.4 – Braking if ABS is Not Working

Without ABS, you still have normal brake functions.

Drive and brake as you always have.

Vehicles with ABS have yellow malfunction lamps to tell you if something is not working. The yellow ABS malfunction lamp is on the bus's instrument panel.

As a system check on newer vehicles, the malfunction lamp comes on at start-up for a bulb check and then goes out quickly. On older systems, the lamp could stay on until you are driving over five mph.

If the lamp stays on after the bulb check, or goes on once you are under way, you may have lost ABS control at one or more wheels.

Remember, if your ABS malfunctions, you still have regular brakes. Drive normally, but get the system serviced soon.

10.6.5 – Safety Reminders

ABS won't allow you to drive faster, follow more closely, or drive less carefully.

- ABS won't prevent power or turning skids. ABS should prevent brake-induced skids but not those caused by spinning the drive wheels or going too fast in a turn.
- ABS won't necessarily shorten stopping distance. ABS will help maintain vehicle control, but not always shorten stopping distance.
- ABS won't increase or decrease ultimate stopping power. ABS is an "add-on" to your normal brakes, not a replacement for them.
- ABS won't change the way you normally brake. Under normal brake conditions, your vehicle will stop as it always stopped. ABS only comes into play when a wheel would normally have locked up because of over braking.
- ABS won't compensate for bad brakes or poor brake maintenance.
- *Remember:* The best vehicle safety feature is still a safe driver.
- *Remember:* Drive so you never need to use your ABS.
- *Remember:* If you need it, ABS could help to prevent a serious crash.

10.7 – Special Safety Considerations

10.7.1 – Strobe Lights

Some school buses are equipped with roofmounted, white strobe lights. If your bus is so equipped, the overhead strobe light should be used when you have limited visibility. This means that you cannot easily see around you – in front, behind, or beside the school bus. Your visibility could be only slightly limited, or it could be so bad that you can see nothing at all. In all instances, understand and obey your state or local regulations concerning the use of these lights.

10.7.2 – Driving in High Winds

Strong winds affect the handling of the school bus! The side of a school bus acts like a sail on a sailboat. Strong winds can push the school bus sideways. They can even move the school bus off the road or, in extreme conditions, tip it over.

If you are caught in strong winds:

- Keep a strong grip on the steering wheel. Try to anticipate gusts.
- You should slow down to lessen the effect of the wind or pull off the roadway and wait.
- Contact your dispatcher to get more information on how to proceed.

10.7.3 – Backing

Backing a school bus is strongly discouraged. You should back your bus only when you have no other safe way to move the vehicle. You should never back a school bus when students are outside of the bus. Backing is dangerous and increases your risk of a collision.

If you have no choice and you must back your bus, follow these procedures:

- Post a lookout. The purpose of the lookout is to warn you about obstacles, approaching persons, and other

vehicles. The lookout should not give directions on how to back the bus.

- Signal for quiet on the bus.
- Constantly check all mirrors and rear windows.
- Back slowly and smoothly.

- If no lookout is available:
 - Set the parking brake.
 - Turn off the motor and take the keys with you.
 - Walk to the rear of the bus to determine whether the way is clear.
- If you must back-up at a student pick-up point, be sure to pick up students before backing and watch for late comers at all times.
- Be sure that all students are in the bus before backing.
- If you must back-up at a student drop-off point, be sure to unload students after backing.

10.7.4 – Tail Swing

A school bus can have up to a three-foot tail swing. You need to check your mirrors before and during any turning movements to monitor the tail swing.

Section 10

Test Your Knowledge

1. Define the danger zone. How far does the danger zone extend around the bus?
2. What should you be able to see if the outside flat mirrors are adjusted properly? The outside convex mirrors? The crossover mirrors?
3. You are loading students along the route. When should you activate your alternating flashing amber warning lights?
4. You are unloading students along your route. Where should students walk to after exiting the bus?
5. After unloading at school, why should you walk through the bus?
6. What position should students be in front of the bus before they cross the roadway?
7. Under what conditions must you evacuate the bus?
8. How far from the nearest rail should you stop at a highway-rail crossing?
9. What is a passive highway-rail crossing? Why should you be extra cautious at this type of crossing?
10. How should you use your brakes if your vehicle is equipped with antilock brakes (ABS)?

These questions may be on your test. If you can't answer them all, re-read Section 10.

12-15 Passenger Vans

Quick Reference Guide

1. Are 12-15 passenger vans allowable? **No**

Why?

- On August 10, 2005, President Bush signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. Law 109-59. <https://www.fhwa.dot.gov/safetealu/summary.htm>
- Section 10309, 15-passenger van is defined as: “a vehicle that seats 10 to 14 passengers, not including the driver.” This means that a school district would be prohibited from purchasing a new 12-passenger van for school transportation purposes.

2. What can I purchase?

New van: Schools must be certain the chassis is not a 15-passenger chassis.

- *Note: Some manufacturers are selling new vans as 10 or 11 passengers but are actually built on a 15-passenger chassis.*
- New 12-passenger van seating must be configured to seat a total of ten including the driver (in compliance with Federal Regulations) and be sure the vehicle has been certified as a “multi-passenger vehicle.”

Used Van: A used van can be modified under the following conditions.

- - Modifying the seating of a used 12 passenger van to decrease the capacity to ten passengers plus the driver is acceptable.
 - The vehicle can only be modified by a second stage manufacturer & it must be certified as a “multi-passenger vehicle.”

3. What is a second stage manufacturer?

- The definition of a second stage manufacturer can be found in the code of federal regulations 49 CFR Part 567 and 568. Part 595 for disability Modifications <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-V/part-568>
 - § 568.1 Purpose and scope. The purpose of this part is to prescribe the method by which manufacturers of vehicles manufactured in two or more stages shall ensure conformity of those vehicles with the Federal motor vehicle safety standards (“standards”) and other regulations issued under the National Traffic and Motor Vehicle Safety Act, as amended ([49 U.S.C. § 30115](#)) and the Motor Vehicle Information and Cost Savings Act, as amended ([49 U.S.C. 32504](#) and [33108\(c\)](#)).
- Part 595 for disability Modifications which a lot of second stage manufacturers fall under also. <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-V/part-595?toc=1>

- NHTSA (National Highway Traffic Safety Administration) also has a database where you can look these up.
Search by state: <https://vpic.nhtsa.dot.gov/mid/home/ModifierSearch> Note their disclaimer: NHTSA does not assess the abilities of any of the listed modifiers to perform any requested or represented modification services.

4. Will this law change?

- In May 2025 National Congress will meet to discuss the revision of multiple federal laws. Based upon the data we have received; the National Congress does have 12-15 passenger vans on their agenda for review. While there is no guarantee of what will be decided at this point, it is our understanding the wheelbase for 12-15 passenger vans will be addressed. Once the National Congress has finalized their revisions, the NDE will review, address, and update Rule 91 and Rule 92 accordingly.

Building & Grounds Committee
May 27, 2026
(Dan Jones, Jon Schmid, Casey Fricke)

Next Projects for the District:

High School

- ADA Compliance
 - Elevator
 - Exterior Concrete
- Safety Upgrades
 - Entrances (vestibules) QCPUF
- Heating & Cooling Efficiency
 - Windows.
- High School Roof
- CTE
 - Air Handler **QCPUF**
 - Dust Collector **QCPUF**
- Science Room Remodels

Middle School

- Roof issues (How big of a problem is it?)

Activities

- Track jumping pits.
- Track & Football Field Parking.

1Cent = \$100,000

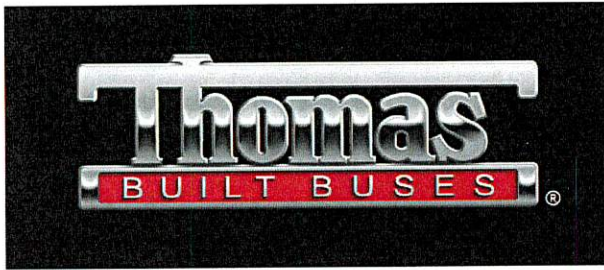
- 14 Cents in Building Fund = \$1,400,000
- 3 Cents in QCPUF = \$300,000

Summer 2027 Projects

- High School Entry Vestibules.
- High School Windows.
- Track Re-Surfacing.
- ?Science Room Remodels if \$\$ is available.

Summer 2028 Projects

- High School Elevator.
- Science Room Remodel.



FOR: JOHNSON COUNTY CENTRAL SCHOOLS

RE: LEASE QUOTE FOR 2026 THOMAS MINOTOUR SCHOOL BUS

See attached lease purchase quote from Daimler Financial for Thomas Minotour school bus equipped as quoted.

Terms: 3 equal yearly payments with the first payment due at delivery
12,000 mileage allowance per year (\$1.00/mile penalty)
Walk away at the end of final year or option to purchase
Licensing/Insurance provided by school district
Fuel/scheduled maintenance provided by school district
Warranty coverage included as per attached document
Bus returned in normal 'wear' condition (any damage repaired)

Purchase Price: \$99,350.00

Yearly lease payment (3 year lease).....\$21,166.33
First Payment due within 30 days of delivery

Optional buy out (3 year lease).....\$49,675.00
At the end of the 3rd year you may buy the bus or turn it back to Truck Center Companies

Thank You,
TRUCK CENTER COMPANIES

Daimler Truck Financial

St. Edward, NE

Borrower: St. Edward Public Schools
Issue Type: Tax-exempt Installment financing of the following equipment, subject to annual appropriation.

ITEM	DESCRIPTION OF EQUIPMENT	No of Units	COST
Equipment	2026 TBB	1	\$99,350.00
Equipment			
Equipment			
Equipment			
Estimated Delivery Date:			
Trade-in or Down Payment: None			
Amount to Finance:			
		TOTAL:	\$99,350.00

Interest Rate: 7.03172%	Amortization Schedule							
	Years	Date	Financing	Installment Payment	Interest	Principal	Balance	Payoff
		04/23/26	99,350.00	-	-	-	99,350.00	99,350.00
	1	05/23/26	-	21,166.33	582.17	20,584.16	78,765.84	81,621.64
	2	05/23/27	-	21,166.33	5,538.60	15,627.73	63,138.11	64,834.02
	3	05/23/28	-	21,166.33	4,439.70	16,726.63	46,411.47	47,145.81
		05/23/29	-	49,675.00	3,263.53	46,411.47	-	-
		TOTALS	-	113,173.99	13,823.99	99,350.00	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
			-	-	-	-	-	-
	Grand Total		\$ 99,350.00	\$ 113,173.99	\$ 13,823.99	\$ 99,350.00	-	-

Sincerely,
Daimler Truck Financial Services USA LLC
\$ -

DTFS
Reference



CONFIG NUMBER CB260622
CONFIG DESCR DH500-C312G 14P FR SB
CONFIG REV DATE 4/13/2026
ORDER DESCR 94544-CB24-121
ORDER QTY 1
REQ DATE EARLY JUNE-2026
DIST NAME MASTER'S
DIST CONTACT
CUST NAME JOHNSON COUNTY CENTRAL PS
CUST SHIP STATE NE

ITEM	QTY	DESCRIPTION
SRO-3812	1	GUARD FOR HIGH PROFILE STROBE
COL-20260202	1	
100-1-21-12	1	Spec, FMVSS "School Bus" >10,000# GVWR, driver plus 10 or more passengers (wheelchair positions counted as 4 passengers), may be used to transport students to or from school.
110-DH500-15	1	Core components, DRW high headroom model 5 section. Standard floor (with wheelwells), 76" interior headroom, 25"X78" entrance door, 96" overall width, all-galvanized-steel construction. Body fully insulated.
120-00-26	1	Chassis OEM None
12325F6612Y321	1	Chassis Chev-US/2025/DRW 159 G3500/6.6L Gas/12300/Yellow/AC/Tilt/Cruise/Drivers Seat Standard/Belt/ALT.KW5/AM/FM/Standard Differential/Black Wheels/Black Bumper/No Fast Idle/No Block Heater/No Spare Tire/No Speed Governor/Standard Battery
200-111170-21	1	A/C 70K, dual compressor, 2 fan, skirt mount condenser, dash & in-wall evaporators, Chevy gas.
210-13-000-20	1	Battery tie-in for 2021+ Chevy gas units with no battery box. Locate additional battery on RH side frame rail. Customer will need to order an additional battery 220-11-12 to locate on RH side frame rail. The OEM battery stays under the hood on a gas chas
220-03-19	1	Delete 2nd Battery from Frame Rail
230-200-15	1	Bumper 10" x 3/16 galvaneal steel channel DRW, wrap around extending forward at least 12" with protecting end caps, for use with exhaust pipe routed under the bumper or to the
233-201-16	1	Bumper Brace to attach to frame side, DH 400/500 and DE/DH 416 models, all Gas and Diesel exhaust systems.
236-1110-16	1	Fuel system protection and preperation for Chevy gas chassis standard floor 139"WB
238-1-500-0-12	1	PARTS REQUIRED TO BUILD SPECIFIC BODY MODEL ON SPECIFIC CHASSIS BRAND (CHEVY STD 500)
240-01-12	1	Tow eyes front Chevy, installed on chassis frame
240-03-12	1	Tow eyes rear only, installed on chassis frame
250-211-12	1	Door, entrance, black aluminum frame with full-length tempered AS2 glass for SH/DH units

260-2-12	1	Door entrance control, manual with positive over-center locking handle in both open and closed positions, for glass doors.
265-212-13	1	Rear egress door, RH (curbside) hinge, Steel construction, select glass rear door upper/lower separately.
270-01-12	1	Rear door hinge continuous stainless steel
280-10-13	1	Rear Door Latch single latch at center of door, with interior red handle and exterior web style non-hitching handle.
300-51-12	1	Backup-alarm 112dBA that is activated upon placing the bus in reverse gear, wired through the ignition.
305-20100-20	1	Child alert system with dome lights; armed automatically, an audible alert signals driver to check bus; All exits must be closed to disarm. horn will sound after 8 seconds if not disarmed or ignition not in on position; to disarm, ignition on and push but
310-2110-10-25	1	Backup camera safety system with 7" monitor mounted above window. Rosco. Chevy Only
320-500-112-12	1	Chevy 500 exhaust thru/under the rear bumper gasoline
330-103-12	1	Endcaps fiberglass front and rear exterior for use with school bus warning lights on DH units
332-213-22	1	Exterior steel rear corner skins left and right, driprail and below emergency exit rear door for DH units
334-500-21-12	1	Exterior aluminum left and right roof skins for DRW 500 (5section) units
336-500-302-14	1	Exterior steel left and right side skins, behind and above driver skins for DH 500 (5section) units
338-1500-20-14	1	Skirts, steel below body panels for std floor DH500
339-122-20-14	1	No Storage/No Battery Box, steel skirt
340-02-12	1	Mud Flaps Rear DH
345-01-12	1	Mud flaps, front, flat
350-500-21-1-12	1	Flooring black rubber, 1/8" smooth rubber under seats, 3/16" ribbed center aisle rubber 15" wide.
355-02-11-12	1	Flooring step treads, DRW standard and elevated floor models, black ribbed tread with integral white ribbed nosing.
360-500-22-12	1	Plywood subfloor for DH/E500 units, 5/8" thick, marine grade
390-04-19	1	Cover tops and sides of interior wheel well with black elastomer trim cover, fits dual rear wheel wheelwells
400-21-12	1	Heater 60K floor mount for Chevy units placed IN RIGHT HAND REAR CORNER OF BUS, includes 2 shutoff valves, BLEEDER VALVE
410-03-12	1	Heater shut off valve, cable operated with cable operator located on the dash, use on GM units only to relocate handle from under hood to dash.
420-500-10-14	1	Interior panels below window, embossed aluminum, standard floor 500 units.
422-031-15	1	Interior Panels Rear Wall DRW with Exit Door, with AC cutout.
430-500-101-13	1	Interior panels upper, perforated noise suppression ceiling, aluminum, painted white for DRW 500 units.
440-01-12	1	Grabrail 42" long 1 1/4 dia. stainless, mounted left of entry on RH barrier, designed to prevent entanglement (Passes NHSTA string and nut test)
440-03-12	1	Mirror interior clear view back bonded glass, rounded corners and protected edges, 6 x 16 flat. Installed above drivers head on front bulkhead. Interior mirror providing the driver a clear view of interior and rear exit door.

440-10-12	1	Window Guard Mounted Interior to Protect Rear Door Lower Glass
440-22-23	1	Vandal lock for Chevy, permits manual lock of rear emergency door from inside while bus not in use, with buzzer and visual indicator on panel. Engine will not start until lock is disengaged, warning buzzer will activate to alert driver lock is engaged.
450-01-12	1	Brake/tail lights LED with separate license plate light, (2) 4" flush mount
460-02-12	1	brake/tail lights, 2- 7" LED type
470-01-12	1	Clearance lights LED type; row of three red lights on rear of bus and single reds on left & right rear, row of three amber lights on front of bus with single ambers on left and right front sides. Lights are low profile grommet mount.
472-01-12	1	Four domelights are powered through the ignition, will only function when ignition is turned on and dome light switch is on.
474-01-12	1	Drivers dome light tied to OEM drivers door open circuit, comes on when drivers door is open, will time itself out when door is shut.
480-05-12	1	Lamps, turn signal amber LED rear 7"
490-01-12	1	Lamps, backup white (2) 4" flush mount LED
494-03-12	1	Lights, stepwell lights are illuminated by a DOD operated switch so as to light only when the headlights and clearance lights are on and the DOD is open.
500-01-01-12	1	Strobe light, roof mounted, high profile, dual flash, with switch. Power off ignition. Strobe located 1' from rear of bus.
510-03-12	1	Warning lights, LED, four red & four amber 7" surface mounted, Note: if light monitor option required use LED
520-03-2-12	1	Warning light system, 8 light, sequential, wired through battery, Master switch, Warning Start switch.
540-05-12	1	Lights, turn signal, amber LED 2" below side bodyrail and behind entrance doors. Mount with armor.
555-03-12	1	Dimmer switch for electrical control box lighted switches.
555-05-12	1	Dome light, rearmost drivers side, to work on separate switch independent of other dome lights.
565-12-1010-12	1	Manual Heated Rearview and Crossview mirror system w/ black bracketry for GM DRW buses. ROSCO AccuStyle 8"x15" dual Rearview mirror incl. 7"x9.5" flat and 7"x4" convex mirror glass, with Heated EyeMax LP Crossview mirrors.
580-03-202-12	1	Headknockers to comply with FMVSS 222; foam pads covered with gray fire block upholstery.
600-12-002-14	1	Paint body exterior yellow, Chevy DH/DE buses.
630-04-5-23	1	Radio, OEM supplied, 4 speakers. Provides tie-in harness to main chassis.
640-01-12	1	Conduit with pull wire from floor behind drivers seat to above driver compartment, for two-way radio power and antenna
650-50020-23	1	Rubrails, floor level side rubrails , 4.6" tall X 16 ga steel.
652-50020-23	1	Rubrails, seat level side rubrails that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.
654-00000000-12	1	RUBRAIL NONE AT WINDOW LEVEL
656-50007-23	1	Skirt level rubrails, for use with 500 models
659-999-23	3	Rubrails painted black color.
660-12-12	1	Triangle warning reflectors (set of three).
660-22-12	1	Fire extinguisher, 5 lb., 3A 40BC with 10" hose and nozzle,, may only be mounted near entrance door.

660-31-12	1	Seat belt cutter, loaded loose in driver compartment.
670-063-12	1	Body fluids kit for Nebraska
680-045-12	1	First aid kit 24 Unit for AK, AL, AR, AZ, CT, DE, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, ,OH, OK, PA, RI, SC, SD, TN, TX, UT, VT, WA, WV, WY
690-1-01-37-202	1	Barrier, 37" left hand high back with medium gray fire block upholstery, leg at 27" position, for 36" & 39" seat. IMMI
691-2-12	1	Barrier spacing LH to B-pillar, spacing provides energy absorption zone for 2 passengers per FMVSS222 with barrier placed behind B-pillar, must be selected when LH front seat accommodates 2 passengers.
700-1-01-37-202	1	Barrier, 37" right hand high back with medium gray fire block upholstery, no welting, leg at 27" position, for 36" & 39" seat. IMMI
701-0-12	1	Barrier spacing RH to stepwell, none.
710-2-11-35-122	3	Seat, 35" left hand Freedman 3PT activity seat, two passenger, with gray prevail upholstery back and insert level 4, leg at 27".
711-28-12	3	Seat spacing LH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
720-2-11-35-122	4	Seat, 35" right hand Freedman 3PT activity seat, two passenger, with gray prevail upholstery back and insert level 4, leg at 27".
721-28-12	4	Seat spacing RH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
730-01-14	7	Seat mounting hardware floor mount seats, required for each non-track-mount seat
750-1-1-37-15	1	Lower Modesty Kickpanel for IMMI 37/39" LH DRW Barrier
760-15-12	1	Decal "UNLEADED FUEL" 2in black
760-22-002-12	1	Tape, reflective two inch yellow, outline sides/rear of DH/DE units
760-41-12	1	Barricade stripe front and rear bumper NE, FL, NMS spec.
770-02-12	1	Endcap signage "SCHOOL BUS" decals 8" high black letters with 1" stroke on yellow reflective background, includes front and rear.
780-100-12	1	Signage, identification, "Collins"
800-01-12	1	Std ext. decal 2" tall "EMERGENCY DOOR" in black/arrow in black. Std int. decal 2" tall "EMERGENCY EXIT" in black/arrow red
810-422-12	1	Equip cage approximately 36"L x 27"W x 20"H, located in LH rear of bus. Made of 1.25" dia tubing. For SX,GX buses.
840-06-12	1	Stop arm with flashing LED letters "STOP", Transpec #7000, reflective blade - PLASTIC
860-01-12	1	Auxiliary fan two-speed, right side over windshield.
860-04-12	1	Roof vent, static with non-closeable control grille.
870-01-001-12	1	Roof Hatch Transpec Low Profile Standard Safety Vent II Model 1975, 1" White Tape on Ext. Perimeter, Activate Buzzer when Opened w/ Ignition on, Emergency Exit Decals, Operating Instructions, Interior & Exterior Handles, Not Approved for Canada
925-01-12	1	Window Transition Chevy glass, AS2 tempered clear glass
950-113-12	1	Windows Rear Body with Rubber Mounted AS3 Tempered 32% Tinted Glass

960-13-12	1	Window Rear Door Lower Rubber Mounted AS3 Tempered 32% Tinted Glass
970-13-12	1	Window Rear Door Upper Rubber Mounted AS3 Tempered 32% Tinted Glass
980-213-12	10	Window Split Sash 36" with AS3 Tempered 26% Tinted Glass, providing an unobstructed 12 x 28 opening when upper sash is lowered.
982-2-100-2-12	1	Window Split Sash 36" RH and LH Vertical Egress Hinge, Release Handle, Buzzer, Interior/Exterior Signage, and Yellow Exterior Reflective Tape.
294-02-12	1	Core electrical items for all Chevy buses with higher option content including Elect. Board, switch panel, buzzer, domes, step lights, and main harness
985-02-12	1	Undercoat body components, chassis components such as driveline, brake lines, wiring, exhaust system are not undercoated.
986-01-14	1	Warranty, standard limited body, covers body shell, structure, seat structure for 5 YR/100K MI, manufacturer's components for 2 YR/24K MI, other components 1 YR/12K MI. Excludes corrosion due to road chemicals. See warranty policy for full details.
987-00-22	1	

**Total Build Price = \$108,900.00
(Includes Delivery)**

Operational Lease Pricing @ 20k mile/yr
3 Year- \$2,404.18
4 Year - \$2,056.89
5 Year - \$1,963.77

Please initial beside the option you choose.

To accept this build, please sign: _____
Date: _____



FOR: JOHNSON COUNTY CENTRAL SCHOOLS

RE: LEASE QUOTE FOR 2025/2026 THOMAS MINOTOUR SCHOOL BUSES

See attached lease purchase quote for Two (2) school buses equipped as quoted.

Terms: 3 equal yearly payments with the first payment due at delivery
12,000 mileage allowance per year (\$1.00/mile penalty)
Walk away at the end of final year or option to purchase
Licensing/Insurance provided by school district
Fuel/scheduled maintenance provided by school district
Warranty coverage included as per attached document
Bus returned in normal 'wear' condition (any damage repaired)

Purchase Price: \$98,350.00/each (\$196,700.00 for two)

Yearly lease payment for two buses (3 year lease).....\$41,484.18

First Payment due within 30 days of delivery

Optional buy out for two buses (3 year lease).....\$98,350.00

At the end of the 3rd year you may buy the buses or turn them back to Truck Center Companies

Thank You,
TRUCK CENTER COMPANIES

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: July 11, 2022

Revised on: August 10, 2022

Reviewed on: March 8, 2023

Revised on: July 10, 2024

Revised on: December 11, 2024

Revised on: July 9, 2025

Revised on:

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$136,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$136,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$136,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: July 11, 2022

Reviewed on: March 8, 2023

Revised on: July 9, 2025

Revised on:

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$15,000 and \$350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$136,000 and \$349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$136,000 and \$350,000.

IV. Construction Projects with an Anticipated Cost Over \$350,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$350,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.334.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: July 11, 2022

Revised on: August 10, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Reviewed on: October 8, 2025

Reviewed on:

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$15,000 and \$350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$350,000

a) Sealed Bids (Formal Advertising)

For purchases over \$350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$350,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$350,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: July 11, 2022
Revised on: August 10, 2022
Reviewed on: March 8, 2023
Revised on: July 12, 2023
Revised on: July 10, 2024
Revised on: December 11, 2024
Revised on: July 9, 2025
Revised on:

3048

Communicable Disease

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

Definitions. Terms used in this policy have the meanings given in 173 NAC 3-002. A “reportable communicable disease” means a disease that must be reported under 173 NAC, Chapter 1.

Signs and Symptoms; Sending Students Home. Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomachache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student’s signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

Notice to School Authority. When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

Reports to Public Health. The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

Exclusion From School. The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities. The district will provide educational services to a student diagnosed with a

communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student's health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions.

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

Outbreaks. In an outbreak or epidemic of a communicable disease, the superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality. The district will keep information about a person's communicable disease confidential. The district will share information only with staff on a need-to-know basis. When the district must inform a person about another person's condition, the district will inform that person of the duty to keep the information confidential. The district will communicate about a student's communicable disease consistent with the student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Adopted on: July 11, 2022
Reviewed on: January 8, 2025
Revised on:

3061

ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

Adopted on: _____

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

Adopted on: July 11, 2022

Reviewed on: September 13, 2023

Reviewed on: March 11, 2026

Revised on:

4019

Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee may be established through the collective bargaining process.

The committee will adopt and maintain a written injury prevention program. The committee will participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees will be conducted annually.

The workplace injury prevention and safety committee will maintain minutes of all meetings and file them in the district office. The committee will implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district will maintain records for at least three years, or longer if directed by the Department of Labor.

The committee will meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee will keep written minutes of all meetings and provide a copy to the superintendent or designee who will maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee will develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee will forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee will establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records will be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: July 11, 2022

Reviewed on: October 11, 2023

Reviewed on: April 8, 2026

Revised on:

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

Adopted on: July 11, 2022
Reviewed on: May 14, 2025
Revised on:

5001

Compulsory Attendance and Excessive Absenteeism

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

Adopted on: July 11, 2022

Reviewed on: July 12, 2023

Revised on: July 10, 2024

Revised on: July 9, 2025

Revised on:

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district;
3. is a resident of another school district attending a private, denominational, parochial, or exempt school, but only if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity; or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
4. has not graduated from high school; and
5. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by 15 calendar days prior to the year of enrollment. For second semester high school courses, the application must be filed by 10 days prior to the end of the first semester. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.

3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours.

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: July 11, 2022

Revised on: July 12, 2023

Revised on: July 9, 2025

Revised on:

5004

Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K - 5.
- e. Middle School Defined.** Middle school means grades 6 - 8.
- f. High School Defined.** High school means grades 9 through 12.
- g. Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written application for option enrollment submitted to the school board.
- h. Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.
- i. Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

- 2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.
- 3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.
- 4. Automatic Acceptance.** The option school district must automatically accept applications of Individual Students under the following circumstances:
 - a.** The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);
 - b.** The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or
 - c.** The Individual Student is a sibling of an option student enrolled in the option school district.
- 5. Standards for Acceptance or Rejection of All Other Option Students.** For Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.
 - a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that any of the Applicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school

building has the capacity to provide all of the Applicants the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept any application for option enrollment when enrollment of any of the Applicants:

 - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the Applicants;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- e. **Prohibited Standards.** The school district shall not base the decision to accept or reject the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be:
 - i. in the order in which written applications were received by the school district.
- g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 6. **False or Misleading Option Applications.** If, prior to the Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.
- 7. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 8. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 9. **Procedure for Students Optioning Into or Out of the School District.**

- a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b.** On or before April 1st, the school district shall notify the parent or legal guardian of any Individual Student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

10. Late Applications and Requests for Release

- a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.
- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i.** When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

11. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

12. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

13. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: July 11, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Revised on:

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event;
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

- further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
 3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing:
 - a. The student's conduct, misconduct or violation of the rule or standard;
 - b. The reasons for the action taken;
 - c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
 - d. Resources the school is able to provide or recommend to assist the student; and
 - e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
 4. An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
 5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off

school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon

as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's Parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board

took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health

- and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
 - i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and

posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, the student's Parent or representative from discussing and settling the matter with appropriate

- school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
 7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
 8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
 9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: July 11, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Reviewed on: October 9, 2024

Revised on:

5048
Emergency Response to Life Threatening Asthma or
Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: July 11, 2022
Reviewed on: March 12, 2025
Revised on:

6009

Grade Placement and Academic Credits of Transfer Students

The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District

A student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:

- Student's chronological age
- Previous school experience
- Academic transcript received from the accredited school of origin
- Testing data from the accredited school of origin, including but not limited to, standardized achievement test data, criterion-referenced test data, classroom testing data, and diagnostic test data
- Testing data from any tests or assessments conducted by the school district

All credits awarded to a student by an accredited institution will be counted towards applicable graduation requirements for the transferring student.

Transfer From a Non-Accredited School

A student or a parent/guardian of a student who is transferring into the district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will then consider those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy

- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a country other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: September 14, 2022

Reviewed on: March 12, 2024

Reviewed on: March 11, 2026

Revised on:

6038

Student Use of AI Tools

As used in this policy, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;

- d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
- 4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
 - 5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
 - 6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: September 13, 2023

Reviewed on: March 12, 2025

Revised on:

3061

ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Originator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

Adopted on: _____

Revised on: _____

Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____

Revised on: _____

Reviewed on: _____