

**\*\*\*DRAFT - NOT FOR FILING\*\*\***

**3301-83-14** **Records and reports.**

Each school transportation vehicle owner or operator ~~will shall~~ maintain and make available for inspection, ~~upon request of the Ohio state highway patrol or the department of education and workforce,~~ the following records for the management and reporting of the pupil transportation program.

(A) Maintenance and repair:

- (1) Records to document that reported mechanical deficiencies discovered during inspections were corrected.
- (2) A maintenance and repair record for each school transportation vehicle.
- (3) Documented proof of pre-trip inspection for each school transportation vehicle ~~will must~~ be kept on file for no less than twelve months.

(B) An accounting system for fuel consumption and costs for routine and non-routine use of school buses and annual operating costs by vehicle and by fleet as prescribed by the ~~Ohio~~ department of education ~~and workforce~~ form T-2, if applicable.

(C) A pupil accounting system that details assigned:

- (1) School bus;
- (2) School bus stop;
- (3) School of attendance, student name and address, telephone number, date of birth, and grade.

(D) A record of routine and non-routine daily and annual miles driven by vehicle and by fleet.

(E) A reporting of the numbers of regular and substitute school bus drivers, mechanics, supervisors, secretaries, clerks and drivers' aides.

(F) Maintain and file a copy of the following documents:

- (1) School bus driver training records
- (2) Ohio pre-service school bus driver training certificate
- (3) Drug and alcohol training certificate
- (4) Blood-borne pathogens training certificate
- (5) Biannual BMV reports
- (6) Annual in-service training records
- (7) Criminal record check
- (8) Physical examination report
- (9) Local certificate issued pursuant to section 3327.10 of the Revised Code.

The physical examination, criminal record, BMV reports, and the drug and alcohol test results are to be kept confidential.

**Commented [FH1]:** The rule has been updated according to SB 9 (134th GA)'s requirement that restrictive regulatory language be removed. Further changes are to make a spelling correction, to reflect the change in the name of the agency consistent with HB 33 (135th GA), and for clarity and ease of reference.

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(G) Maintain and file “Pupil Transportation Vehicle Accident Reporting Form T-10” ~~School Vehicle Accident Report~~” (education.ohio.gov):

(1) File the T-10 form with the department’s office of pupil transportation a report (T10 form), and provide a copy of the form by email to the Ohio state highway patrol at: adlcs@dps.ohio.gov, to report of any school bus or motor van accident that results in a fatality, an injury, or vehicle or property damage in excess of one thousand dollars. Reports will shall be submitted within fifteen days of the accident or occurrence.

(2) The Ohio state highway patrol is to be notified within forty-eight hours of when any school bus, or other vehicle authorized in rule 3301-83-19 for pupil transportation, is involved in a motor vehicle accident involving injury or property damage.

(H) Submit reports according to instructions provided as required by the Ohio department of education and workforce and the Ohio state highway patrol.

**Commented [FH2]:** The accident reporting form and data to be collected is revised to include accidents involving all pupil transportation vehicles, consistent with the expanded authority to use motor vans in HB 33 (135<sup>th</sup> GA), R.C. 4511.76..

**Commented [FH3]:** In order to obtain more robust bus accident data for purposes of improving student safety, the rule is updated to require reports of all property damage accidents, rather than only those involving more than \$1,000 in damage.

**Commented [FH4]:** Language is relocated here from rule 3301-83-22