



Somerset Academy of Las Vegas
6630 Surrey St.
Las Vegas, NV 89119

September 14, 2018

State Public Charter School Authority
1749 North Steward Street, Suite 4D
Carson City, Nevada 89706

Re: Request for Good Cause Exemption from Amendment Deadline

To Whom It May Concern:

Somerset Academy of Las Vegas requests an exemption from the current amendment schedule to amend their charter contract with the SPCSA to provide bus transportation for students to and from field trips and extracurricular activities at the Sky Pointe and Losee campuses.

Somerset Academy has purchased and insured two used school bus that were previously owned and operated by Clark County School District. Currently, Somerset Academy is incurring the unnecessary and additional expense of insuring the vehicles and storing them on campus while not being able to benefit from transporting students to and from activities. While the buses are not in use, Somerset Academy will continue to incur the expense of chartering a licensed federal motor carrier to transport the students to and from field trips. Most importantly, students will continue to be transported to and from extracurricular activities by their parents, which, according to statistics cited in the Somerset Bus Safety Program, is much more dangerous than riding in a bus.

It is Somerset Academy's understanding that in the normal course of the Fall Cycle for charter amendments, an amendment application would most likely be heard and decided at the January board meeting. Somerset Academy of Las Vegas requests that the Authority approve Somerset Academy's Transportation Services Charter Amendment Request and grant a good cause exemption from the usual amendment cycle originally set for October 15, 2018 so the school may commence transportation services as soon as practicable. If this application cannot be granted at the discretion of the Executive Director, we ask that it be placed on the agenda for the November 2, 2018 board meeting.

Sincerely,

/s/ John Bentham

Somerset Academy of Las Vegas, Board Chair



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TRANSPORTATION PLAN

Describe the school's plan for transportation. Be sure to include:

- The number of students to receive transportation, including their grades.
- The hours transportation is to be provided
- The physical location(s) proposed as pick-up and drop-off locations
- The entity/vendor providing transportation

Somerset Academy of Las Vegas (Somerset Academy) is seeking to provide transportation for enrolled students to and from field trips and extracurricular activities on buses owned by Somerset Academy. All transportation under this plan will be limited to the following:

1. All transportation will originate at the Somerset Academy campuses. Currently only the Sky Pointe and Losee campuses have purchased buses.
2. From Somerset Academy campuses, the buses will transport participating students and the supervising adults to the destination of the field trip and/or extracurricular activity. Following the field trip and/or extracurricular activity, the bus will transport all participating students back to the Somerset Academy campus of origin where they will either return to class or be picked up by their parent/guardian(s).
3. Possible passengers will be limited to enrolled students in grades Kindergarten through 12 and supervising adults. Currently, enrollment at the Sky Pointe campus is approximately 1950 students and the enrollment at the Losee campus is approximately 2000 students.
4. Field trips will begin and end during school hours. Extracurricular activities using the buses considered under this plan will be limited to locations in southern Nevada to ensure return times are not too late.
5. The buses will not be used to transport students out of the State of Nevada.



STATEMENT OF ASSURANCE REGARDING VEHICLE REGULATIONS

Provide a statement of assurance confirming that Somerset Academy has met all vehicle regulations for the state.

Prior to operating any school bus under this plan, the bus will be inspected by the Department of Public Safety to ensure that the vehicle is mechanically safe and meets the minimum specifications established by the State Board. Somerset Academy has purchased two used school buses that were previously owned and used by Clark County School District. Nevada Highway Patrol has already been contacted and an appointment has been set for the inspections. Somerset Academy will provide evidence of the inspection results to the State Public Charter School Authority prior to transporting students.



COMPLIANCE WITH NRS 386.815

Describe how the school and/or transportation vendor will comply with NRS 386.815 regarding operating a school bus for extended periods of time (as necessary).

NRS 386.815 states in pertinent part:

A driver shall not operate a vehicle for the purposes enumerated in subsections 1 and 2 for more than 10 hours in a 15-hour period. The time spent operating, inspecting, loading, unloading, repairing and servicing the vehicle and waiting for passengers must be included in determining the 15-hour period. After 10 hours of operating a vehicle, the driver must rest for 10 hours before he or she again operates a vehicle for such purposes.

Somerset Academy will limit all transportation under this plan to a distance that can be safely travelled at or below the posted speed limit within 2.5 hours each way and will be limited to locations within the State of Nevada. Drivers who encounter adverse driving conditions and who cannot, because of these conditions, safely complete the run within the maximum drive time are permitted to complete the run as long as they do not exceed 10 hours of operating the bus within any 15-hour period. Somerset Academy will contract with a licensed Federal Motor Carrier for any field trip or extracurricular activity that is expected to exceed the 2.5-hour time limit or any field trip or extracurricular activity that will leave the State of Nevada.



COMPLIANCE WITH NRS 386.820

Describe how the school and/or transportation vendor will comply with NRS 386.820, specifically:

- The proposed schedule for practicing student evacuation
- A description of the bus Safety Program

Federal and State Regulations require that we conduct Bus Evacuation Drills twice a year. However, because our buses are only used for field trips and extracurricular activities, in order to be sure that all students who will be riding on the buses receive proper evacuation instructions, Bus Evacuation Drills will be scheduled as follows:

- The Bus Driver will conduct a Bus Evacuation Drill at the beginning of every field trip.
- The Bus Driver will conduct a Bus Evacuation Drill at least one time for each group that participates in extracurricular activities. For example, a Bus Evacuation Drill will be conducted once per season per sports team.

This Bus Evacuation Drill schedule will ensure that those students who are using the buses will receive more than the required instruction and practice.

The Somerset Academy Bus Safety Program is attached hereto as Attachment 1.

The Bus Safety Brochure that will be shared with first time bus riders and their parents is attached hereto as Attachment 2.

Also attached hereto as Attachment 3 is the Academics Charter School Bus Checklist, which has been reviewed and approved by Diana Hollander at the Nevada Department of Education.



SCHOOL BUS DRIVER QUALIFICATION COMPLIANCE

Confirm that the driver(s) of the school bus will meet the minimum qualifications as described in NRS 386.825. Furthermore, please describe how the school will maintain all required employer documentation per NDE regulatory guidance for school bus operations.

Somerset Academy has developed and implemented the attached Driver Qualification File which will be kept and updated for each driver on a yearly basis (attached hereto as Attachment 4). Prior to performing the duties of a school bus driver for Somerset Academy, all documentation in the Driver Qualification File must be completed. The Driver Qualification File includes the following:

1. Copy of Current Driver License
2. DMV records for the previous 10 years
3. Yearly update of DMV records
4. Documentation that the driver has completed 40-hour training course provided by a state certified trainer
5. Documentation that the driver has completed the annual in-service training and written test administered by the state
6. Initial drug screening test and any subsequent drug test performed
7. Driver Application
8. Completed Prior Employer Check Form(s)
9. Completed Prior Employer Check Good Faith Effort Form(s)
10. Completed Road Test Form
11. Medical Examination Report with accompanying Medical Examiner's Certificate



BUS SAFETY STANDARDS AND REQUIREMENTS

Confirm that the school meets the safety standards and requirements as outlined in NRS 386.830 – 386.840 as well as any additional local and federal requirements.

As Somerset Academy has only purchased two used buses for the purpose of transporting students to and from extracurricular activities and field trips, NRS 386.830(5) states that “any bus which is purchased and used by a school district to transport pupils to and from extracurricular activities is exempt from the specifications adopted by the State Board if the bus meets the federal safety standards for motor vehicles which were applicable at the time the bus was manufactured and delivered for introduction in interstate commerce.”

NRS 386.835 and NRS 386.837 only apply to new school buses purchased on or after January 1, 2016. As stated above, Somerset Academy has only purchased two used buses and only plans on purchasing used buses in the future. As such, those statutes do not apply to this application. However, if Somerset Academy were to purchase a new school bus at any time in the future, all standards would apply and Somerset Academy would receive certification in the semiannual inspection conducted by Nevada Highway Patrol.

Nevertheless, in order to ensure the safety of the equipment being used, Somerset Academy will follow their Bus Safety Plan (attached hereto as Attachment 1) and will require the use of the Vehicle Safety Check (attached hereto as Attachment 5) in addition to the semiannual vehicle inspection conducted by the Nevada Highway Patrol.



ATTACHMENT 1: SOMERSET ACADEMY Bus Safety Program

BUS SAFETY PROGRAM

Are School Buses Safe?

- The school bus is the safest way to travel to and from school. Buses travel billions of miles annually and transport millions of students every day. They accomplish this with the highest safety record and lowest fatality rate of mass transit. Statistics support that school bus transportation is the safest way to go to school.
- Youth fatalities during school hour travel are 57% for youth drivers, 23% for adult drivers, 19% for other travel and less than 1% for the School Bus.
- Students are about 70 times more likely to get to school safely if they ride in the school bus instead of a car.
- With 24 million students transported over 4 billion miles each year, school buses have only 0.2 deaths per 100 million miles traveled.

Compartmentalization

- Most large school buses do not have seat belts for students. Each seating area acts as a protective bubble for students. The seats use thick padding with high seat backs and fronts. The seat frames are constructed to absorb the energy of impact and are securely fastened to the floor. Accident studies have shown that compartmentalization works well when children stay within the seat compartment.

School Bus Inspections

- Our drivers are required by law to inspect the bus prior to every route to assure the vehicle safety and function. This includes morning, afternoon, and all field trips.
- Our school buses are inspected by the Nevada Highway Patrol twice a year.

School Bus Driver Credentials

- All school bus drivers are required to submit fingerprints for an FBI background check upon being hired, and then every 5 years thereafter per Senate Bill (SB) 287.
- A 10 year DMV driving record is requested for review before being hired and then once a year thereafter.
- Successful candidates then begin a minimum 40 hour training course that includes time in the classroom and behind the wheel of the school bus.
- Drivers train on defensive driving, rules of the road and all state and federal regulations.
- After passing written tests and drive test, they then obtain a Class B CDL through the Nevada Department of Motor Vehicles with a School Bus and passenger Endorsement through the State of Nevada.

- Drivers are required to be in compliance by maintaining a clean driving record, participate in a random drug testing pool, and complete annual in-service training. Drivers are also required to pass a yearly written exam per the Nevada Department of Education.

EVACUATION DRILLS

Federal and State Regulations require that we conduct Bus Evacuation Drills twice a year. However, because our buses are only used for field trips and extracurricular activities, in order to be sure that all students who will be riding on the bus receive proper evacuation instructions, Bus Evacuation Drills will be scheduled as follows:

- The Bus Driver will conduct a Bus Evacuation Drill at the beginning of every field trip.
- The Bus Driver will conduct a Bus Evacuation Drill at least one time for each group that participates in extracurricular activities. For example, a Bus Evacuation Drill will be conducted once per season per sports team.

This Bus Evacuation Drill schedule will ensure that those students who are using the bus(es) will receive more than enough instruction and practice.

WAITING FOR THE BUS

- Walk to the bus with the adult supervisor or in groups of two or more students.
- Never run to or from the bus.
- Wait at the designated pickup/drop off location in a safe place, back from the side of the road.
- Stay out of the street and away from traffic.
- Respect property surrounding the bus.
- Be kind and courteous to others.
- Form one line as the bus approaches or to enter the bus.
- Remember never to stand in the danger zone that surrounds the bus. The danger zone is ten (10) feet on all sides of the bus. If you are close enough to touch the bus you are definitely too close.
- If you need to cross the street to get on the bus, always wait until the bus has come to a complete stop. Look for the stop arm to come out and for the flashing red lights on the bus.
- Watch the driver. When the driver is assured that all traffic has stopped he/she will signal for you to cross the street.
- Look both ways and continue to watch for traffic yourself while crossing the street.
- Always walk straight across the street, never at an angle.
- Cross the street in single file.

STUDENT SAFETY / ENTERING THE BUS

- Hold the handrail as you get on the bus.
- Do not push or shove.
- Know your attendance number when it is assigned to you and be ready to provide it to the driver every time you enter the bus.
- If you have assigned seats, go directly to your seat.
- If you don't have assigned seats, find a seat as quickly as possible.
- If your bus has seatbelts, Buckle Up!
- Remove your backpack or equipment, put it in your lap, and face forward in the seat with you back against the seat in an upright position.

STUDENT SAFETY / EXITING THE BUS

- Remain in the seat until the bus comes to a complete stop.
- Do not unbuckle your seat belt until the bus comes to a complete stop.
- As you exit the bus, the people at the front leave first.
- Walk, don't run down the steps.
- When you leave the bus, hold the handrail and take two large steps away from the bus.
- Do not push or shove while on the bus or exiting the bus.
- When you have exited the bus do not stand or walk in the danger zone.
- The danger zone is anywhere close enough for you to touch the bus.

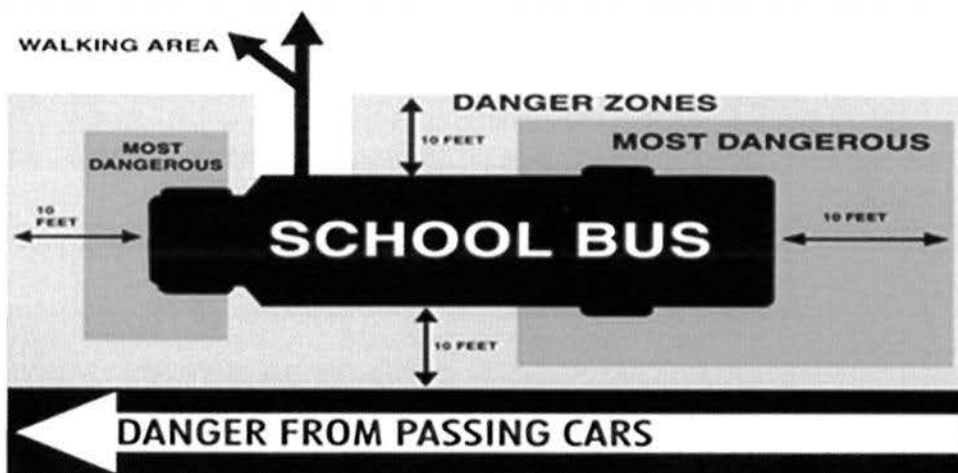
CROSSING THE ROAD

- Cross the street only when the driver has indicated the way is safe. Walk 10 feet (10 giant steps) in front of the bus so the driver can see you.
- Never cross behind the bus.
- Cross the street in single file.
- Keep looking to the right and left as you walk.
- At an intersection, look in all directions.
- Do not cross the street at an angle.
- Walk briskly across the road, but do not run.
- Listen! If your driver blows the horn, go back to the curb or sidewalk out of the danger zone.

Safety Smarts - Know the Danger Zone

- The 10 giant steps rule is a good measurement for children to identify the danger zone around the school bus, particularly when crossing in front of the bus.
- Students should never enter the danger zone unless the driver has given them permission.
- If a student can touch the bus, he or she is too close.
- Never cross in the back of any school bus.
- Remember - if the student cannot see the bus driver, the bus driver cannot see the student.
- When near a bus, the student must have the attention of the bus driver.
- Students should never play around or near school bus vehicles.
- If you drop something under or near a bus or any vehicle, tell the driver. NEVER stop and try to pick it up yourself.

Please familiarize your students with the Bus safety diagram below!



ROAD SAFETY WHEN BUSES ARE LOADING AND UNLOADING STUDENTS

FLASHING RED LIGHTS

N.R.S. 484.357 states: the driver of any vehicle upon a highway, street or road, when meeting or overtaking, from either direction, any school bus, equipped with signs and signals required by law, which has stopped on the highway, street or road to receive or discharge any pupil and is displaying a flashing red light signal visible from the front and rear, shall bring his vehicle to an immediate stop and shall not attempt to overtake or proceed past the school bus until the flashing red signal ceases operation.

The driver of a vehicle upon a divided highway need not stop upon meeting or passing a school bus that is positioned in the other roadway. The driver of a vehicle need not stop upon meeting or passing a school bus where traffic is controlled by a traffic officer. "Divided highway" means a highway divided

into two or more roadways by means of a physical barrier (i.e., wall, curb, island) or dividing section, constructed so as to impede the conflict of vehicular traffic traveling in opposite directions. Many four lane roadways are not a divided highway. **Motorists who travel the four-lane portion of a highway or road that is not divided must stop for the school bus when it is stopped and has its red lights flashing while traveling in either direction.**

Any person who violates any of the provisions of this section is guilty of a misdemeanor and: (a) for a third or any subsequent offense within 2 years after the most recent offense, shall be punished by a fine of not more than \$1,000 and his driver’s license must be suspended for not more than 1 year. (b) For a second offense within 1 year after the first offense, shall be punished by a fine of not less than \$250 nor more than \$500 and his driver’s license must be suspended for 6 months. (c) For a first offense or any subsequent offense for which a punishment is not provided for in paragraph (a) or (b), shall be punished by a fine of not less than \$250 nor more than \$500.

A REMINDER: please be extra cautious in a school zone (speed limit 15 MPH) and around a school where the bus stops are located. If the flashing red lights are operating and stop arms are extended, **you are required to stop!**

Motorists who pass school buses which are stopped to load or unload students have become a major safety concern across the nation and southern Nevada is no exception. The 1997 Nevada Legislature passed legislation directing the Nevada School Districts to provide information on the law governing the passing of a school bus and safety at school zones as well as student safety around a school bus.

The driver of a school bus who observes a violation of NRS 484.357 is empowered by state law to prepare a report of the violation.

This is the total statewide of an annual one day survey of vehicles that passed a School Bus in Nevada with the stop arm out and the red lights flashing from 2011 to 2018.

	# of Drivers Reporting	Total # of Violations
2018	735	1,188
2017	732	1,305
2016	875	2,515
2015	996	2,431
2014	742	1,651
2013	974	2,597
2012	1,356	1,784
2011	572	1,079

SPECIAL NEEDS TRANSPORTATION GUIDELINES & PROCEDURES

- **PICK UP** : All students will need to be out and ready for the bus 5 minutes prior to the bus arriving unless:
 - The weather is too cold to wait outside.
 - The student uses a wheelchair.
- Driver and bus attendants are not be permitted to carry students on and off the bus. Scooters and stroller type wheel chairs are not compliant with Federal Safety Standards and will not be permitted to use during transport.
- **WHEELCHAIRS**: All wheelchairs must be compliant with WC-19 per Federal & State Standards. All wheelchairs must be secured with 4 securements and a shoulder lap belt. All students also must be secured with in the wheelchair itself. Brakes and head and/or foot supports must always be tight and secure. If any of the above items are not working properly, it may result in delay of transportation. *Parents are responsible to make sure the wheelchair is safe and compliant for transport.*
- **CAR/STAR SEATS**: Students weighing 22-40 lbs. (34-43 inches tall) must use a car seat. Students weighing 40-90 lbs. (43-57 inches tall) can request a star seat. Both are 5 point safety securements. The Star Seat is used for students needing the extra upper body support. Other accommodations are available upon request and the written determination of the student IEP.

Special Needs Transportation – Frequently Asked Questions

How does my special needs student qualify for transportation services?

A special needs student's right to be eligible for special transportation is based upon two federal statues enacted by Congress. Services are based on an individual need to children from the age of 3 through 21. An individualized Education Program (IEP) established by a multi-disciplinary team qualifies a student for special education services which may include the need for transportation.

Children receiving transportation as a related service are evaluated and provided services within the Least Restrictive Environment (LRE) structure. Adapted buses should only be used as a separate, special transportation service if the child's needs can be met only with services that are separated from the standard transportation services for all children.

WINTER WEATHER PROCEDURES

- Inclement Weather - Snow, Ice, Flooding

SOMERSET ACADEMY is dedicated to ensuring a safe ride to and from field trips and extracurricular activities for your child(ren) in all weather conditions. At times, Transportation services could be canceled or significantly altered to ensure the safety of our students.

In any extreme inclement weather situation in the southern Nevada area - SOMERSET ACADEMY will communicate through all necessary means, including infinite campus, to maintain situational awareness.

BUS RULES

Parents/Guardians:

Remember that the bus is an extension of the classroom. Behaviors and property not allowed in the classroom are not allowed on the bus. Please take a few minutes and review the rules below with your student. These rules apply to all field trips and athletic or school sponsored events. Our responsibility is the safe transportation of your students in our care. At the beginning of the school year, students will be given a Transportation Information Form that must be filled out and returned back to the school the next day. This applies to all new riders throughout the year.

Passenger Conduct:

Riding a school bus is a privilege. Students are expected to follow bus rules and driver directions. Rules for bus riders help ensure that every student has a safe ride. Proper and appropriate behavior keeps our buses safe. Following the Bus Safety Rules and Regulations will ensure safety, prompt arrivals and departures of buses, and positive attitudes on the part of the students on the bus. The bus driver has the authority to assign seats if needed to keep a safe environment. Failure to comply can result in a loss of riding privileges.

General Bus Rules:

- Students are to know and follow all Bus Safety Guidelines.
- Students transported on a SOMERSET ACADEMY bus are under the direction of the bus driver. The driver has the authority of a classroom teacher on the bus. Students must listen to the driver and follow the driver's directions.
- Students who refuse to obey the directions of the bus driver promptly or refuse to obey regulations may forfeit their privilege to ride the bus.
- Always be respectful and cooperate with all bus drivers including substitutes.
- Students are to conduct themselves on the bus in such a way that will not distract the driver. Distracting the driver puts everyone on the bus at risk.
- Outside of ordinary conversation in a normal tone, classroom conduct is to be observed when on the bus. The driver has the authority to prohibit any conversation if it is distracting the driver from operating the bus safely. Students shall be courteous to the driver, students, staff, and community members.
- Respect others by keeping your hands to yourself.
- Pupils may be assigned seats by the bus driver for safety or student management issues.
- If the bus driver asks a student to sit in a particular seat, the student should follow that request.

- Do not take photos or videos of students or the driver without their permission.
- Participate in all bus evacuation procedures.
- Be aware that other students, the bus driver, or other SOMERSET ACADEMY staff may have allergies to scents such as perfume, etc.
- Unless being used for acceptable educational or entertainment purposes with a headset or on silent mode, all personal electronic devices must be turned off and out of sight.
- If you are using a cell phone, use it appropriately and with the permission of the driver so that it does not create a disturbance for the driver or other students.
- Do not abuse or deface the bus or bus equipment. Parents/Guardians will be held liable for any damages.
- Students shall not interfere with any of the school bus operating controls except in an emergency or as instructed by the driver. This shall include the service door, which could deactivate the school bus safety warning system, and the emergency exits that set off alarms. Emergency exits include doors, windows, roof hatches, etc.
- Students are not to touch the emergency equipment on the bus. This includes body fluid/first aid kits, 2-way radios, etc., except as directed by the driver or during an actual emergency.
- Have student school identification ready to show the driver when boarding the bus or at any time the driver asks for identification.
- Sit in only one seat; do not save seats for others.
- If there is a seat belt, keep it fastened.
- Help keep the bus clean by using the trashcans provided or by taking your trash with you.
- Keep the aisles of the bus clear of backpacks, band instruments, litter, etc.
- Keep cases, band instruments and other belongings under control at all times.
- Students must ride their assigned bus to and from their assigned stop. Switching buses for any reason is strictly prohibited unless approved by School Officials.

Behavior Rules on the Bus:

- Bullying, fighting, wrestling, boisterous activity, vulgar or foul language or gestures, and inappropriate written material or activity is prohibited in any school bus or district vehicle. (Bullying and Cyber Bullying is Prohibited in Public Schools and on School Buses - NRS 388.134).
- Students are not to use abusive language or profanity, obscene or rude gestures, or spit while on the bus.
- Students shall not possess or use tobacco, pipes, vapes, or electronic cigarettes in any form.
- Narcotics, drugs, or alcohol possession or use of said items on the bus is prohibited. Students shall not possess or use drug paraphernalia in any form on the bus.
- Students shall not light any type of combustibles on the bus.
- Students are not to throw objects of any kind either inside the bus, out of the bus, or around the bus.
- Students must remain out of the driver's seat area and refrain from unnecessary conversation with the driver while the bus is in motion.

Safety Rules at the pickup or drop-off location:

- Walk to and from the bus stop. Never run to or from the bus. Be safe.

- Behavior at the bus stop must be orderly. Practice safe, appropriate behavior while waiting for the bus.
- Be respectful of the surrounding property while at the pickup/drop-off location. Be respectful of other student's property while at the pickup/drop-off location.
- Never crawl under or pick up anything around the bus.
- Stand to the side of the road, at least ten (10) feet from the road, when waiting for the bus.
- If on a sidewalk, stand back from the curb a safe distance and keep your hands and feet to yourself.
- When waiting at a pickup or drop-off location, wait in a line that starts well back from the curb.
- Do not push or shove in line at the pickup or drop-off location. Be respectful of one another.
- When it is necessary to cross the road, students shall cross in front of the bus only when the driver makes eye contact with them and instructs or motions them to cross in front of the bus. Students should always cross at least ten (10) giant steps in front of the bus.
- If crossing the street to board the bus, students MUST look both left and right for cars, make sure the RED lights are flashing on the bus.
- Before boarding and after exiting the bus, students must keep a safe distance from the bus. Keep at least 10 feet away from the bus in clear view of the driver.
- Students are not to leave the bus without the driver's permission, except on arrival at their assigned bus stop or at school.
- Students should remain in line and wait until the bus comes to a complete stop and the door opens before moving toward it.
- Do not run up to the bus after the doors have closed.
- If crossing the street at an intersection, cross with the green light and WALK signal

Safety Rules on the Bus:

- Stay seated until the bus door is completely open.
- Enter or exit the bus one person at a time. Use the handrail. Walk; do not run up the steps.
- Students are to enter the bus promptly, immediately take their seats and stay seated.
- Students must remain properly seated at all times. (Back to Back; Bottom to Bottom; Book bag on the lap)
- Students MUST sit in their seats, not stand or get up on their knees when the bus is moving.
- Students are not allowed to walk in the bus while the bus is in motion.
- The bus windows should not be opened without permission from the driver.
- Students shall not extend any part of their body (includes hands, arms, legs, or head) through the bus windows, hatches, or doors at any time. Be safe.
- Students shall keep the bus clean and shall refrain from causing damage to the bus. Parents/Guardians will be held accountable for any damage caused by their student.
- Students shall not eat (this includes chewing gum) or drink on the bus. *Bottled water is allowed. This rule protects students or drivers that have food allergies and prevents choking.
- There will be absolute quiet at all railroad crossings so the driver can listen for oncoming trains.

Items Not Allowed on the Bus:

- illegal or prohibited items. These include, tobacco, alcohol, drugs, drug paraphernalia,

electronic cigarettes, vapes, etc.

- Fireworks, knives, martial arts weapons, batons, explosives, guns, mace, harmful chemicals, tasers, and/or any other instruments which can cause injury or property damage are not allowed on a district bus. Look-alike instruments/weapons are treated as real articles.
- The following items are not allowed on a SOMERSET ACADEMY bus: balloons, glass containers or objects, aerosol cans, fishing poles, snowboards, hockey sticks, unicycles, vaulting poles, golf clubs, skis, or shovels. Large school projects and craft projects must be in a bag or box.
- Students may NOT bring large musical instruments onto the bus.
- Animals including reptiles, insects, spiders, rodents, and other animals except for service animals can't be transported on the bus.
- Any item used in an unsafe manner may be confiscated, and the student must bring a parent/legal guardian to the School Office to retrieve the item(s).
- Do not bring anything onto the bus that could affect the safety of other bus riders. This includes laser pens, breakable containers of any type, straps or pins sticking out from clothing, anything flammable, etc.
- Any object that cannot be safely controlled by the student in the seat, or upright on the floor between their knees. The bus driver has the authority to make the final decision if the object can be on the bus or not.
- Items that cannot be safely transported on a pupil's lap, or stowed in an empty seat, or directly under the seat, are prohibited.
- Items not allowed at school are not allowed on the bus. See Parent/Student Handbook.
- All sports equipment (e.g. balls, bats, skateboards, roller blades) must be fully enclosed in a backpack, bag or box.



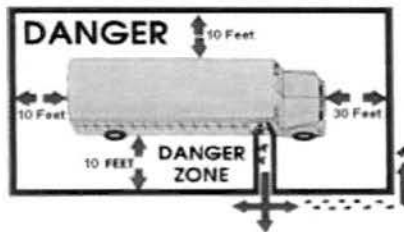
ATTACHMENT 2: School Bus Safety Brochure

School Bus Facts

School buses are very safe, but the most dangerous part of the school bus ride is getting on or off the bus. The loading and unloading zone area is called the **DANGER ZONE** and is **30 feet**, with the **10 feet** around the bus the most dangerous.

Remind children:

- ✓ If something falls under or near a bus, tell the driver. Never try to get it yourself.
- ✓ While waiting for the bus, stay in a safe place away from the street and danger zone.
- ✓ When you get off the bus, walk to the front of the bus and wait for the driver to signal that it is ok to cross the street. Always cross **IN FRONT** of the bus.
- ✓ Board the bus in single file, go directly to your seat, remain seated, facing forward.
- ✓ It is important to be quiet so you do not distract your driver from the duties of driving.



More information on school bus safety can be found at:

<http://www.nhtsa.gov/School-Buses>

<http://www.americanschoolbuscouncil.org/>

<http://www.dmvnv.com/pdfforms/dlbook.pdf>

<http://www.dmvnv.com/pdfforms/dlbookcomm.pdf>

<http://www.nasdpts.org/>

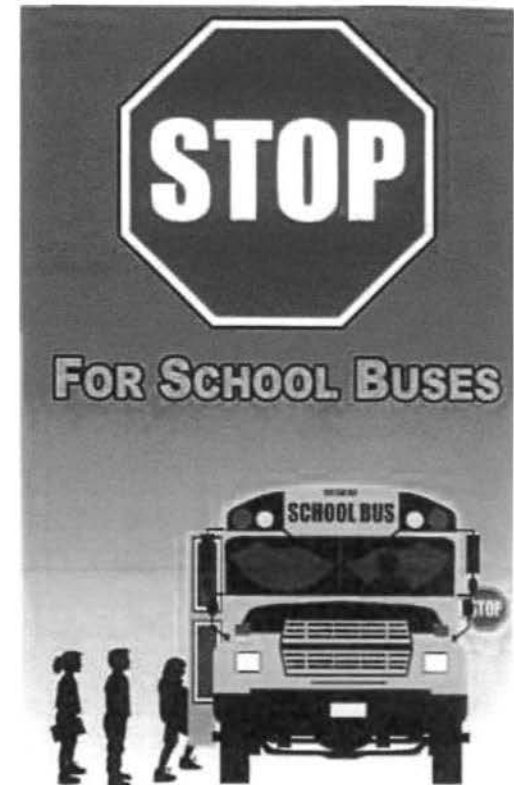
<http://www.ncstonline.org/>

<http://www.napt.org/>

<http://www.doe.nv.gov/Topic/Transportation/Pupil/>

For information on Nye County school bus schedules, information and policies, visit:

www.nye.k12.nv.us



It's More Than Just the Law... It's a Child's Life

Stop on Red, Kids Ahead

2014 Survey shows 75,966 vehicles passed school buses illegally on a single day. Nevada law requires that motorists stop when approaching any school bus that displays its flashing red lights and has its stop arm extended.

School Zones are streets adjacent to school property.

School Crossing Zones are streets NOT adjacent to school property that pupils crossing while following a designated walked route to school.

When in neighborhoods with school zones and school crossing zones, watch out for children who are walking to and from the school bus stop or playing at the bus stop.

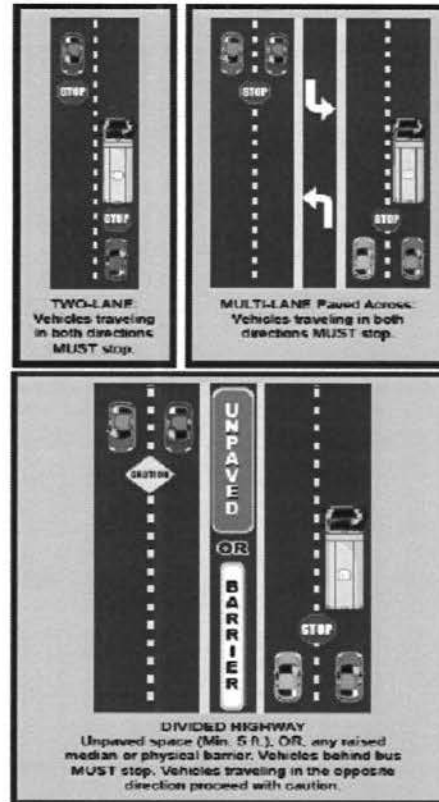
The flashing signal lights on school buses alerts motorists of pending actions:

Yellow flashing lights indicate that the bus is preparing to stop and motorists need to slow down and prepare to stop.

Red flashing lights and extended stop arms mean that you must stop until the red lights stop flashing and the extended stop arm is withdrawn.



When you're Required to Stop



Penalty for Stop Arm Violation

In Nevada the penalty for violating the stop arm law is a misdemeanor conviction that includes a fine of \$250.00 up to \$1,000, 4 points and a 6 month suspension of your license.

Emergency Equipment

All Nevada school buses are required to have the following emergency equipment. Make sure your child knows the location of this equipment and what to do in the event of an emergency on the school bus.

- ✓ Belt Cutters
- ✓ Body Fluid Clean-up Kit
- ✓ Emergency Exits
- ✓ Emergency Warning Devices
- ✓ First Aid Kit
- ✓ Fire Extinguisher



Remember, the inconvenience of an extra few seconds spent waiting for a stopped school bus is insignificant compared to the Loss of a child's life!





ATTACHMENT 3: Academica Charter School Bus Checklist

ACADEMICA CHARTER SCHOOL BUS CHECKLIST

A. Prior to Operation of School Bus

- a. Prior to operating a school bus for the transportation of students to and from school activities, field trips, extra-curricular activities, etc., the charter school must complete the following checklist:

For School Bus:

- Prior to purchase, verify that vehicle qualifies under the Nevada DOE Minimum School Bus Specification 2016
- School bus must be registered and inspected by Nevada Highway Patrol
- Submit and receive approval for Application for Amendment to Charter Contract to the State Public Charter School Authority

For Driver:

- Verify driver has a Class A, B, or C Commercial Driver's License with a P and S endorsements (have documentation of such)
- Have documentation that driver has completed 40-hour training course taught by a state certified trainer.
- List of driver's previous experience driving a Commercial Motor Vehicle and proof that the school has investigated the applicant with these previous employers
- List of states where driver previously held a license and driver's motor vehicle record from all such states
- List of driver's previous employers and reasons for leaving
- Signed consent for the release of information from driver's previous employers (if refused, driver cannot drive school bus)
- Obtain results from pre-employment drug and alcohol test (cannot drive if positive)

B. After School Bus Use Commences

- a. Once all items under subsection A are completed and school bus operation commences, the charter school must complete the following checklists:

For School Bus:

- Have the bus inspected by Nevada Highway Patrol twice a year
- Driver must perform the following inspections, as described in the Nevada Department of Education School Bus Driver Training Manual:
 - Pre-Trip
 - During Trip
 - Post-Trip
 - Student Check
 - Security Inspection (anytime the bus is left unattended)
- Driver must have passengers perform evacuation drills twice a year and/or at the beginning of any field trip
- Keep records of all inspections (including inspections done by driver) and repairs for one year

For Driver:

- Verify the Charter Schools employment application for school bus drivers contains the following:
 - Proof of CDL license

- List of Experience driving Commercial Motor Vehicle
 - List of motor vehicle accidents and any traffic violations/citations
 - Name/Address of prior employers and the reason for leaving
 - List of states where driver previously held license
 - Obtain driver's consent for the release of information from prior employers
- Maintain the following documentation in the employee file:
- driver report
 - employment application
 - Copy of driver CDL License with required endorsements
 - Annual review of driver's driving record
 - List of violations of motor vehicle laws
 - A current valid Medical Examiner's certificate from a certified medical examiner listed under the National Registry of Certified Medical Examiners.
 - Copies of responses from requests to previous employers
 - Pre-employment drug & alcohol test results (keep 2-5 years depending on situation)
 - Drug & alcohol test results from test while employed (keep 2-5 years depending on situation)
 - Driver training record for 1 year after employment ends
 - Accident investigations (3 years)
 - Hours of service records (6 months)
 - Score on the yearly written test (1 year)
- Obtain the motor vehicle record for each driver at least every 12 months
- Perform post-accident, random, and reasonable suspicion drug and alcohol testing
- Maintain proof that the person who provides training for school bus drivers was a state certified school bus driver trainer
- Maintain the following information on each trip for each driver (must be maintained for 1 year):
- Purpose of the trip
 - Destination
 - Date of the trip
 - Times of departure and return
 - Total miles driven on the trip
 - Total time the driver has operated the bus on the trip
- Maintain records that show the driver has not exceeded the maximum number of hours and has taken required time off before returning to duty
- Maintain record of the emergency evacuation drills have been conducted twice each year and prior to any activity trip
- Conduct annual in-service training

For Students:

- Provide information concerning safety of pupils on the bus to parents of students in grades Pre-K through 6th that will ride in the bus for the first time [see NRS 386.820(3)]
- At least once yearly, provide Safety Program for students in grades Pre-K through 4th who ride the buses [see NRS 386.820(2)]



ATTACHMENT 4: Driver Qualification File

DRIVER QUALIFICATION FILE

IN ADDITION TO THE ATTACHED DOCUMENTS, THE FOLLOWING ITEMS NEED TO BE REVIEWED AND CONTAINED IN THE DRIVER QUALIFICATION FILE.

- ***COPY OF CURRENT DRIVER LICENSE.***
- ***ABSTRACT OF DRIVING RECORD MUST BE OBTAINED UPON HIRE AND KEPT IN THE FILE.***
- ***ABSTRACT OF DRIVING RECORD MUST BE OBTAINED ANNUALLY AND KEPT IN THE FILE.***
- ***DOCUMENTATION THAT DRIVER HAS COMPLETED 40-HOUR TRAINING COURSE PROVIDED BY A STATE CERTIFIED TRAINER.***
- ***DOCUMENTATION THAT DRIVER HAS COMPLETED YEARLY INSERVICE TRAINING AND ANNUAL WRITTEN TEST ADMINISTERED BY THE STATE***

Drug/Alcohol Testing Information and Prior Employer Check Data

FMCSR §391.53 Driver Investigation History File.

(a) After October 29, 2004, each motor carrier must maintain records relating to the investigation into the safety performance history of a new or prospective driver pursuant to paragraphs (d) and (e) of §391.23. This file must be maintained in a secure location with controlled access.

(a)(1) The motor carrier must ensure that access to this data is limited to those who are involved in the hiring decision or who control access to the data. In addition, the motor carrier's insurer may have access to the data, except the alcohol and controlled substances data.

(a)(2) This data must only be used for the hiring decision.

(b) The file must include:

(b)(1) A copy of the driver's written authorization for the motor carrier to seek information about a driver's alcohol and controlled substances history as required under §391.23(d).

(b)(2) A copy of the response(s) received for investigations required by paragraphs (d) and (e) of §391.23 from each previous employer, or documentation of good faith efforts to contact them. The record must include the previous employer's name and address, the date the previous employer was contacted, and the information received about the driver from the previous employer. Failures to contact a previous employer, or of them to provide the required safety performance history information, must be documented.

(c) The safety performance histories received from previous employers for a driver who is hired must be retained for as long as the driver is employed by that motor carrier and for three years thereafter.

(d) A motor carrier must make all records and information in this file available to an authorized representative or special agent of the Federal Motor Carrier Safety Administration, an authorized State or local enforcement agency representative, or an authorized third party, upon request or as part of any inquiry within the time period specified by the requesting representative.

DRIVER APPLICATION

Fmcsr Part 391.21

Page 1

Motor Carrier Name:
Motor Carrier Address:

FMCSR 391.21 (d) Before an application is submitted, the motor carrier must inform the applicant that the information he/she provides in accordance with paragraph 391.21 (b)(10) of this section may be used, and the applicant's previous employers will be contacted, for the purpose of investigating the applicant's safety performance history information as required by paragraphs (d) and (e) of §391.23. The prospective employer must also notify the driver in writing of his/her due process rights as specified in §391.23(i) regarding information received as a result of these investigations. All required disclosures are contained in this document and can also be found by reviewing the Federal Motor Carrier Safety Regulations @ www.fmcsa.dot.gov

Applicant Name:	Social Security #:
Current Address:	Date of Birth:
City: St. Zip	

Residence Past 3 Years

Address:	St.	Zip	How Long?
City:			
Address:	St.	Zip	How Long?
City:			
Address:	St.	Zip	How Long?
City:			

Experience and Qualifications

MAKE A PHOTO COPY OF THE DRIVERS LICENSE AND MEDICAL CERTIFICATE AND PLACE IN DRIVER FILE.
 Applicant list the states and license numbers of all licenses held for the past 3 years.

STATE	LICENSE #	EXPIRATION DATE	CLASS A, B,	ENDORSEMENTS

DRIVING EXPERIENCE

Equipment Class	Type of Equipment Van,Flat,Tank,etc	DATES		Approx # of Miles Total
		From	To	
Straight Truck				
Tractor Semi Trailer				
Tractor with Doubles				
Tractor with Triples				
Tractor with Tank				
Other				

Accidents/Crashes for the past 3 years or more

DATE	Nature of Accident (Backing, Head-on, Rollover, Turning)	Fatalities	Injuries

Moving Traffic Convictions and Forfeitures for the past 3 years.

Date of Conviction	Offense	Location	Type of Motor Vehicle Operated

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle ?
 Yes No

B. Has any license, permit or privilege ever been revoked?
 Yes No

If yes , Explain in Detail:

This company requires all Drivers who drive Commercial Motor Vehicles (CMV) which require a Commercial Drivers License (CDL), to be controlled substances tested with a negative result prior to driving.
 Do you consent to such Testing? Yes No

Driver Pre-Employment Verification of Testing Results

In the past 2 years have you:	Yes	No
Tested positive for any Controlled Substances pre-employment test for any other company?		
Tested above .04 on any Alcohol pre-employment test for any other company?		
Refused to be tested for any pre-employment test for any other company?		

If you answer "yes" to any of the above questions, provide the following information on the Substance Abuse Professional (SAP) you consulted.		
Name of SAP:		
Street Address:		
City:	State:	Zip Code:
Telephone Number:		
Date(s) Visited:		

SIGNED:	DATE:
----------------	--------------

EMPLOYMENT RECORD FMCSR 391.21(b10) 391.23(d) (e) All jobs for past 3 years and Commercial Driving Experience for the past 10 years	
Last Employer: _____ Position held: _____ From: _____ To _____ Address: _____ City: _____ ST: _____ Telephone #: _____ Reason For Leaving: _____ Were you subject to the FMCSRs while employed by that previous employer? Yes ___ No ___	
Last Employer: _____ Position held: _____ From: _____ To _____ Address: _____ City: _____ ST: _____ Telephone #: _____ Reason For Leaving: _____ Were you subject to the FMCSRs while employed by that previous employer? Yes ___ No ___	
Last Employer: _____ Position held: _____ From: _____ To _____ Address: _____ City: _____ ST: _____ Telephone #: _____ Reason For Leaving: _____ Were you subject to the FMCSRs while employed by that previous employer? Yes ___ No ___	
Last Employer: _____ Position held: _____ From: _____ To _____ Address: _____ City: _____ ST: _____ Telephone #: _____ Reason For Leaving: _____ Were you subject to the FMCSRs while employed by that previous employer? Yes ___ No ___	

Last Employer: _____ Position held: _____ From: _____ To _____ Address: _____ City: _____ ST: _____ Telephone #: _____ Reason For Leaving: _____ Were you subject to the FMCSRs while employed by that previous employer? Yes ___ No ___
Last Employer: _____ Position held: _____ From: _____ To _____ Address: _____ City: _____ ST: _____ Telephone #: _____ Reason For Leaving: _____ Were you subject to the FMCSRs while employed by that previous employer? Yes ___ No ___

391.23(i)(1) The prospective employer must expressly notify drivers with Department of Transportation regulated employment during the preceding three years-via the application form or other written document prior to any hiring decision-that he or she has the following rights regarding the investigative information that will be provided to the prospective employer pursuant to paragraphs (d) and (e) of this section:

(i)(1)(i) The right to review information provided by previous employers;

(i)(1)(ii) The right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected information to the prospective employer;

(i)(1)(iii) The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and the driver cannot agree on the accuracy of the information.

(i)(2) Drivers who have previous Department of Transportation regulated employment history in the preceding three years, and wish to review previous employer-provided investigative information must submit a written request to the prospective employer, which may be done at any time, including when applying, or as late as 30 days after being employed or being notified of denial of employment. The prospective employer must provide this information to the applicant within five (5) business days of receiving the written request. If the prospective employer has not yet received the requested information from the previous employer(s), then the five-business days deadline will begin when the prospective employer receives the requested safety performance history information. If the driver has not arranged to pick up or receive the requested records within thirty (30) days of the prospective employer making them available, the prospective motor carrier may consider the driver to have waived his/her request to review the records. Visit www.fmcsa.dot.gov to review the regulations.

This certifies that this application was completed by me, and that all entries on it and information in it are true to the best of my knowledge.

Applicant's Signature

DATE

Prior Employer Check Form

Page 1

Your Company Name:		
Street Address:	City:	State:
Telephone#:	Fax#:	
Email Address:		

Driver Applicant Name:	Social Security No.
I hereby authorize and request (Enter Prior Employer Company Name and Address, Telephone & Fax number)	
<p>to release any and all information pertaining to my employment records as required by 49 CFR Section 391.23 and Section 40.25(b) to the above named company. You are released from any and all liability which may result from releasing such information. The Federal Motor Carrier Safety Regulation require that this information be released as part of Driver Qualification Process. Per 49 CFR Section 40.25(h), you are required to immediately release this information.</p> <p>391.23f) A prospective motor carrier employer must provide to the previous employer the driver's written consent meeting the requirements of §40.321(b) for the release of the information in paragraph (e) of this section. If the driver refuses to provide this written consent, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle for that motor carrier.</p> <p>(g) After October 29, 2004, previous employers must:</p> <p>(g)(1) Respond to each request for the DOT defined information in paragraphs (d) and (e) of this section within 30 days after the request is received (Drug and Alcohol Testing Information must be immediately released). If there is no safety performance history information to report for that driver, previous motor carrier employers are nonetheless required to send a response confirming the non-existence of any such data, including the driver identification information and dates of employment.</p> <p>(g)(2) Take all precautions reasonably necessary to ensure the accuracy of the records.</p> <p>(g)(3) Provide specific contact information in case a driver chooses to contact the previous employer regarding correction or rebuttal of the data.</p> <p>(g)(4) Keep a record of each request and the response for one year, including the date, the party to whom it was released, and a summary identifying what was provided.</p>	

Driver Signature: _____ **Date:** _____

Witnessed by: _____

The above applicant states that he/she worked for you. Employment dates from _____ to _____				
1. Type of equipment driven [<input type="checkbox"/> Straight truck [<input type="checkbox"/> Tractor semi-trailer [<input type="checkbox"/> Bus Trailer used. [<input type="checkbox"/> Van [<input type="checkbox"/> Flatbed [<input type="checkbox"/> Refrigerated [<input type="checkbox"/> Cargo Tank [<input type="checkbox"/> Triples [<input type="checkbox"/> Doubles				
2. Was the applicant safe and efficient? [<input type="checkbox"/> Yes [<input type="checkbox"/> No Remarks:				
3. Did the applicant have any accidents? [<input type="checkbox"/> Yes [<input type="checkbox"/> No				
Date	Location City, ST	Towed	Injury	Fatal
4. Reason for leaving your employ. [<input type="checkbox"/> Discharged [<input type="checkbox"/> Laid off [<input type="checkbox"/> Resigned [<input type="checkbox"/> Other:				
How was the driver in:	EXCELLENT	GOOD	POOR	
Quality of work				
Cooperation with others				
Safety Habits				
Personal Habits				
Driving Skills				
Attitude				

Required information from Section 382.413 and 40.259b)

Controlled Substance and Alcohol Testing Information	
1. Has the above named individual had an alcohol test with a breath alcohol concentration of 0.04 or greater while in your employ? ()Yes ()No	
2. Has the above named individual had a controlled substance test with a positive result while in your employ? ()Yes ()No	
3. Has the above individual refused a controlled substance test or alcohol test while in your employ? ()Yes ()No	
4. Other violations of DOT Agency Drug and Alcohol testing regulations? ()Yes ()No ()Attached ()Not Attached	
5. Do you have documentation of the employee's successful completion of the 49 CFR Subpart O return to duty requirements? ()Yes ()No-()Attached ()Not Attached	
Signed by:	Date:
By Prior Employer Official Title:	

With Reference to question number 5, please identify the Substance Abuse Professional you referred the driver to if he/she tested positive or refused testing.	
Name:	
Street Address:	
City:	State:
Phone#:	

NOTE: Failure to furnish information as required by 49 CFR 382.413 & 40.25 will result in the above named individual being removed from any CDL driving position.

You are required to release this information immediately per 49 CFR 382.405(f) & 40.25(h). Fines and penalties for not releasing this information is found in 49 CFR 382.507 under 49 USC 521(b).

Fines and penalties for not releasing this information is found in 49 CFR 382.507 under 49 USC 521(b).

We reserve the right to notify the US DOT Federal Motor Carrier Safety Administration in the event the above information is not received.

Mailed On:	Faxed On:
Verified by Phone-Talked to:	
Signature:	Date:

PRIOR EMPLOYER CHECK 49 CFR 382.413/40.25 GOOD FAITH EFFORT

COMPANY NAME:		
STREET ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE#:	FAX#:	
PRIOR EMPLOYER CHECK 49 CFR 382.413/40.25 GOOD FAITH EFFORT		
1. Call the company and record date, name and telephone number of who contacted. Fax the required Release with driver's signature. Wait 3 days, then go to step 2.		
2. Call the company and record date, name, and telephone number of who contacted. Ask if they received the fax. If they say "Yes", ask for the information that is required. If they say "No", then go back to step 1. Wait 3 days, then go to step 3.		
3. Send a certified letter containing the required Release with the driver's signature asking for the information that is required. Wait 10 days, then go to step 4.		
4. If the company refuses to release the information, record a copy of this documentation.		

DRIVER NAME:		
Date:	Tel: Fax:	Who Contacted
1.		
Notes:		

DRIVER NAME:		
Date:	Tel: Fax:	Who Contacted
2.		
Notes:		

DRIVER NAME:		
Date:	Tel: Fax:	Who Contacted
3.		
Notes:		

Conducted By:

Driver Road Test §391.31

Page 1

One of the qualification requirements in §391.11(b) states that "by reason of training and/or experience" he/she can safely operate the motor vehicle to be assigned. §391.31 provides the employing carrier with the means for making this determination by requiring a driver to successfully complete a road test.

The road test must be conducted using a motor vehicle of the type the driver is to be assigned, and as a minimum the test must include:

1. A pretrip inspection;
2. Coupling and uncoupling a combination, if the driver may drive such equipment;
3. Placing the vehicle in operation;
4. Using the vehicle's controls and emergency equipment;
5. Driving in traffic and passing other vehicles;
6. Turning;
7. Braking, and slowing by means other than braking; and
8. Backing and parking.

The motor carrier is required to rate the driver's skill in each operation on a road test form, which shall then be signed by the person giving the test. The original of this record is to be retained in the driver's qualification file.

Upon successful completion of the road test, the person administering the test must complete a certificate of road test and give a copy to the driver. The original or a copy of the certificate is to be placed in the driver's qualification file.

Equivalent of Road Test

In lieu of a road test, the regulations allow a motor carrier to accept:

1. a valid Commercial Driver's License (CDL) issued by a state which requires a road test for the type of vehicle the driver is to be assigned; or
2. a certificate of road test issued to the driver by another motor carrier during the preceding 3 years.

If the employer intends to assign to the driver a vehicle necessitating the doubles/triples or tank vehicle endorsement on a CDL, the employer still needs to

administer the road test in that type of vehicle.

If an employer accepts a previous road test certificate or operator's license in lieu of a road test, the employing carrier must retain a legible copy of the certificate or license in the driver's qualification file.

The form for the certificate of driver's road test is substantially as follows:

§391.31 CERTIFICATION OF ROAD TEST

Driver's name	
Social Security No.	
Operator's or Chauffeur's License No.	
State	
Type of power unit	Type of trailer(s)
If passenger carrier, type of bus	
This is to certify that the above-named driver was given a road test under my supervision on _____, 20____, consisting of approximately ____ miles of driving.	
It is considered my opinion that this driver possesses sufficient driving skills to operate safely the type of commercial motor vehicle listed above.	
(Signature of examiner)	
(Title)	
(Organization and address of examiner)	

A copy of the certificate shall be given to the person who was examined. The motor carrier shall retain in the driver qualification file of the person who was examined — The original of the signed road test form or a copy of the certificate.

ANNUAL CERTIFICATE OF VIOLATIONS AND REVIEW OF DRIVING RECORD IN ACCORDANCE WITH FMCSR PART 391.25 & 391.27

Driver Name:	License #:	St:
ANNUAL CERTIFICATE OF VIOLATIONS		

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past 12 months. **Violations are as listed below**
 I have had no violations.

Date of Conviction	Offense	Location	Type of Motor Vehicle operated

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violation required to be listed during the past 12 months.

Date of Certification:	
Driver Signature:	
Reviewed By:	Title:

ANNUAL REVIEW OF DRIVING RECORD

The motor carrier must consider any evidence that the driver has violated any applicable Federal Motor Carrier Safety Regulations in this subchapter or Hazardous Materials Regulations (49 CFR chapter I, subchapter C).

The motor carrier must consider the driver's accident record and any evidence that the driver has violated laws governing the operation of motor vehicles, and must give great weight to violations, such as speeding, reckless driving, and operating while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for the safety of the public.

In accordance with 49 Code of Federal Regulations Section 391.25, (Federal Motor Carrier Safety Regulations) , all information pertinent to the above driver's safety of operation, including the list of violations furnished by him in accordance with 49 CFR Section 391.27, has been reviewed for the past 12 months.

Reviewer:	Date:
-----------	-------

Medical Examination Report FOR COMMERCIAL DRIVER FITNESS DETERMINATION

1. DRIVER'S INFORMATION Driver completes this section								
Driver's Name (Last, First, Middle)		Social Security No.		Birthdate M / D / Y	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	New Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Follow-up <input type="checkbox"/>	Date of Exam
Address		City, State, Zip Code		Work Tel: () Home Tel: ()		Driver License No.	License Class <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/> Other	State of Issue

2. HEALTH HISTORY Driver completes this section, but medical examiner is encouraged to discuss with driver.																																																																																																																		
<table style="width: 100%;"> <tr> <th style="text-align: left;">Yes</th> <th style="text-align: left;">No</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Any illness or injury in the last 5 years?</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Head/Brain injuries, disorders or illnesses</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Seizures, epilepsy <input type="checkbox"/> medication _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Eye disorders or impaired vision (except corrective lenses)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Ear disorders, loss of hearing or balance</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> medication _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Heart surgery (valve replacement/bypass, angioplasty, pacemaker) <input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">High blood pressure medication _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Muscular disease</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2">Shortness of breath</td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>	Any illness or injury in the last 5 years?		<input type="checkbox"/>	<input type="checkbox"/>	Head/Brain injuries, disorders or illnesses		<input type="checkbox"/>	<input type="checkbox"/>	Seizures, epilepsy <input type="checkbox"/> medication _____		<input type="checkbox"/>	<input type="checkbox"/>	Eye disorders or impaired vision (except corrective lenses)		<input type="checkbox"/>	<input type="checkbox"/>	Ear disorders, loss of hearing or balance		<input type="checkbox"/>	<input type="checkbox"/>	Heart disease or heart attack; 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<p>For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently.</p> <p>_____</p> <p>_____</p> <p>_____</p>																																																																																																																		

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate.

Driver's Signature _____ Date _____

Medical Examiner's Comments on Health History (The medical examiner must review and discuss with the driver any "yes" answers and potential hazards of medications, including over-the-counter medications, while driving. This discussion must be documented below.)

3. VISION

Standard: At least 20/40 acuity (Snellen) in each eye with or without correction. At least 70 degrees peripheral in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.

INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. **Monocular drivers are not qualified.**

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED	HORIZONTAL FIELD OF VISION
Right Eye	20/	20/	Right Eye <input type="checkbox"/>
Left Eye	20/	20/	Left Eye <input type="checkbox"/>
Both Eyes	20/	20/	

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green, and amber colors? Yes No

Applicant meets visual acuity requirement only when wearing: Corrective Lenses

Monocular Vision: Yes No

Complete next line only if vision testing is done by an ophthalmologist or optometrist

Date of Examination _____ Name of Ophthalmologist or Optometrist (print) _____ Tel. No. _____ License No./ State of Issue _____ Signature _____

4. HEARING

Standard: a) Must first perceive forced whispered voice \geq 5 ft., with or without hearing aid, or b) average hearing loss in better ear \leq 40 dB
 Check if hearing aid used for tests. Check if hearing aid required to meet standard.

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO for 500Hz, -10dB for 1,000 Hz, -8.5 dB for 2000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right ear \ Feet	Left Ear \ Feet
--	---------------------	--------------------

b) If audiometer is used, record hearing loss in decibels. (acc. to ANSI Z24.5-1951)

Right Ear			Left Ear		
500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
Average:			Average:		

5. BLOOD PRESSURE/ PULSE RATE

Numerical readings must be recorded. Medical Examiner should take at least two readings to confirm BP.

Blood Pressure	Systolic	Diastolic
----------------	----------	-----------

Driver qualified if \leq 140/90.

Pulse Rate: Regular Irregular

Reading	Category	Expiration Date	Recertification
140-159/90-99	Stage 1	1 year	1 year if \leq 140/90. One-time certificate for 3 months if 141-159/91-99.
160-179/100-109	Stage 2	One-time certificate for 3 months.	1 year from date of exam if \leq 140/90
\geq 180/110	Stage 3	6 months from date of exam if \leq 10/90	6 months if \leq 140/90

6. LABORATORY AND OTHER TEST FINDINGS

Numerical readings must be recorded.

URINE SPECIMEN	SP. GR.	PROTEIN	BLOOD SUGAR
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Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.

Other Testing (Describe and record) _____

7. PHYSICAL EXAMINATION

Height: _____ (in.) Weight: _____ (lbs.)

Name: Last, _____ First, _____ Middle, _____

The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a commercial motor vehicle safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See *Instructions to the Medical Examiner* for guidance.

BODY SYSTEM	CHECK FOR:	YES*	NO	BODY SYSTEM	CHECK FOR:	YES*	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.			7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.		
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos. Ask about retinopathy, cataracts, aphakia, glaucoma, macular degeneration and refer to a specialist if appropriate.			8. Vascular System	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.		
3. Ears	Scarring of tympanic membrane, occlusion of external canal, perforated eardrums.			9. Genito-urinary System	Hernias.		
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing.			10. Extremities- Limb impaired. Driver may be subject to SPE certificate if otherwise qualified.	Loss or impairment of leg, foot, toe, arm, hand, finger, Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.		
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker, implantable defibrillator.			11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.		
6. Lungs and chest, not including breast examination	Abnormal chest wall expansion, abnormal respiratory rate, abnormal breath sounds including wheezes or alveolar rales, impaired respiratory function, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/ or xray of chest.			12. Neurological	Impaired equilibrium, coordination or speech pattern; asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.		

***COMMENTS:** _____

Note certification status here. See *Instructions to the Medical Examiner* for guidance.

- Meets standards in 49 CFR 391.41; qualifies for 2 year certificate
- Does not meet standards
- Meets standards, but periodic monitoring required due to _____
 Driver qualified only for: 3 months 6 months 1 year Other

Temporarily disqualified due to (condition or medication): _____

Return to medical examiner's office for follow up on _____

- Wearing corrective lense
- Wearing hearing aid
- Accompanied by a _____ waiver/ exemption. Driver must present exemption at time of certification.
- Skill Performance Evaluation (SPE) Certificate
- Driving within an exempt intracity zone (See 49 CFR 391.62)
- Qualified by operation of 49 CFR 391.64

Medical Examiner's signature _____

Medical Examiner's name _____

Address _____

Telephone Number _____

If meets standards, complete a Medical Examiner's Certificate as stated in 49 CFR 391.43(h). (Driver must carry certificate when operating a commercial vehicle.)

49 CFR 391.41 Physical Qualifications for Drivers

THE DRIVER'S ROLE

Responsibilities, work schedules, physical and emotional demands, and lifestyles among commercial drivers vary by the type of driving that they do. Some of the main types of drivers include the following: turn around or short relay (drivers return to their home base each evening); long relay (drivers drive 9-11 hours and then have at least a 10-hour off-duty period), straight through haul (cross country drivers); and team drivers (drivers share the driving by alternating their 5-hour driving periods and 5-hour rest periods.)

The following factors may be involved in a driver's performance of duties: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time; and environmental conditions such as excessive vibration, noise, and extremes in temperature. Transporting passengers or hazardous materials may add to the demands on the commercial driver.

There may be duties in addition to the driving task for which a driver is responsible and needs to be fit. Some of these responsibilities are: coupling and uncoupling trailer(s) from the tractor, loading and unloading trailer(s) (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight after sitting for a long period of time without any stretching period); inspecting the operating condition of tractor and/or trailer(s) before, during and after delivery of cargo; lifting, installing, and removing heavy tire chains; and, lifting heavy tarpaulins to cover open top trailers. The above tasks demand agility, the ability to bend and stoop, the ability to maintain a crouching position to inspect the underside of the vehicle, frequent entering and exiting of the cab, and the ability to climb ladders on the tractor and/or trailer(s).

In addition, a driver must have the perceptual skills to monitor a sometimes complex driving situation, the judgment skills to make quick decisions, when necessary, and the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission, and maneuver a vehicle in crowded areas.

§391.41 PHYSICAL QUALIFICATIONS FOR DRIVERS

- (a) A person shall not drive a commercial motor vehicle unless he is physically qualified to do so and, except as provided in §391.67, has on his person the original, or a photographic copy, of a medical examiner's certificate that he is physically qualified to drive a commercial motor vehicle.
- (b) A person is physically qualified to drive a motor vehicle if that person:
- (1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a Skill Performance Evaluation (SPE) Certificate (formerly Limb Waiver Program) pursuant to §391.49.
 - (2) Has no impairment of: (i) A hand or finger which interferes with prehension or power grasping; or (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or has been granted a SPE Certificate pursuant to §391.49.
 - (3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;
 - (4) Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.
 - (5) Has no established medical history or clinical diagnosis

of a respiratory dysfunction likely to interfere with his ability to control and drive a commercial motor vehicle safely.

- (6) Has no current clinical diagnosis of high blood pressure likely to interfere with his ability to operate a commercial motor vehicle safely.
- (7) Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his ability to control and operate a commercial motor vehicle safely.
- (8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle;
- (9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his ability to drive a commercial motor vehicle safely;
- (10) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber;
- (11) First perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not

have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing device when the audiometric device is calibrated to the American National Standard (formerly ASA Standard) Z24.5-1951;

- (12)(i) Does not use any drug or substance identified in 21 CFR 1308.11 Schedule I, an amphetamine, a narcotic, or other habit-forming drug.
- (ii) Does not use any non-Schedule I drug or substance that is identified in the other Schedules in 21 part 1308 except when the use is prescribed by a licensed medical practitioner, as defined in § 382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- (13) Has no current clinical diagnosis of alcoholism.

INSTRUCTIONS TO THE MEDICAL EXAMINER

General Information

The purpose of this examination is to determine a driver's physical qualification to operate a commercial motor vehicle (CMV) in interstate commerce according to the requirements in 49 CFR 391.41-49. Therefore, the medical examiner must be knowledgeable of these requirements and guidelines developed by the FMCSA to assist the medical examiner in making the qualification determination. The medical examiner should be familiar with the driver's responsibilities and work environment and is referred to the section on the form, **The Driver's Role**.

In addition to reviewing the **Health History** section with the driver and conducting the physical examination, the medical examiner should discuss common prescriptions and over-the-counter medications relative to the side effects and hazards of these medications while driving. Educate the driver to read warning labels on all medications. History of certain conditions may be cause for rejection, particularly if required by regulation, or may indicate the need for additional laboratory tests or more stringent examination perhaps by a medical specialist. These decisions are usually made by the medical examiner in light of the driver's job responsibilities, work schedule and potential for the conditions to render the driver unsafe.

Medical conditions should be recorded even if they are not cause for denial, and they should be discussed with the driver to encourage appropriate remedial care. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving.

If the medical examiner determines that the driver is fit to drive and is also able to perform non-driving responsibilities as may be required, the medical examiner signs the medical certificate which the driver must carry with his/her license. The certificate must be dated. **Under current regulations, the certificate is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring.** In such situations, the medical certificate should be issued for a shorter length of time. The physical examination should be done carefully and at least as complete as is indicated by the attached form. Contact the FMCSA at (202) 366-1790 for further information (a vision exemption, qualifying drivers under 49 CFR 391.64, etc.).

Interpretation of Medical Standards

Since the issuance of the regulations for physical qualifications of commercial drivers, the Federal Motor Carrier Safety Administration (FMCSA) has published recommendations called Advisory Criteria to help medical examiners in determining whether a driver meets the physical qualifications for commercial driving. These recommendations have been condensed to provide information to medical examiners that (1) is directly relevant to the physical examination and (2) is not already included in the medical examination form. The specific regulation is printed in italics and it's reference by section is highlighted.

Federal Motor Carrier Safety Regulations -Advisory Criteria-

Loss of Limb:

§391.41(b)(1)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no loss of a foot, leg, hand or an arm, or has been granted a Skill Performance Evaluation (SPE) Certificate pursuant to Section 391.49.

Limb Impairment:

§391.41(b)(2)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no impairment of: (i) A hand or finger which interferes with prehension or power grasping; or (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or (iii) Any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or (iv) Has been granted a Skill Performance Evaluation (SPE) Certificate pursuant to Section 391.49.

A person who suffers loss of a foot, leg, hand or arm or whose limb impairment in any way interferes with the safe performance of normal tasks associated with operating a commercial motor vehicle is subject to the Skill Performance Evaluation Certification Program pursuant to section 391.49, assuming the person is otherwise qualified.

With the advancement of technology, medical aids and equipment modifications have been developed to compensate for certain disabilities. The SPE Certification Program (formerly the Limb Waiver Program) was designed to allow persons with the loss of a foot or limb or with functional impairment to qualify under the Federal Motor Carrier Safety Regulations (FMCSRs) by use of prosthetic devices or equipment modifications which enable them to safely operate a commercial motor vehicle. Since there are no medical aids equivalent to the original body or limb, certain risks are still present, and thus restrictions may be included on individual SPE certificates when a State Director for the FMCSA determines they are necessary to be consistent with safety and public interest.

If the driver is found otherwise medically qualified (391.41(b)(3) through (13)), the medical examiner must check on the medical certificate that the driver is qualified only if accompanied by a SPE certificate. The driver and the employing motor carrier are subject to appropriate penalty if the driver operates a motor vehicle in interstate or foreign commerce without a current SPE certificate for his/her physical disability.

Diabetes

§391.41(b)(3)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control.

Diabetes mellitus is a disease which, on occasion, can result in a loss of consciousness or disorientation in time and space. Individuals who require insulin for control have conditions which can get out of control by the use of too much or too little insulin, or food intake not consistent with the insulin dosage. Incapacitation may occur from symptoms of hyperglycemic or hypoglycemic reactions (drowsiness, semiconsciousness, diabetic coma or insulin shock).

The administration of insulin is, within itself, a complicated process requiring insulin, syringe, needle, alcohol sponge and a sterile technique. Factors related to long-haul commercial motor vehicle operations, such as fatigue, lack of sleep, poor diet, emotional conditions, stress, and concomitant illness, compound the dangers, the FMCSA has consistently held that a diabetic who uses insulin for control does not meet the minimum physical requirements of the FMCSRs.

Hypoglycemic drugs, taken orally, are sometimes prescribed for diabetic individuals to help stimulate natural body production of insulin. If the condition can be controlled by the use of oral medication and diet, then an individual may be qualified under the present rule. CMV drivers who do not meet the Federal diabetes standard may call (202) 366-1790 for an application for a diabetes exemption.

(See Conference Report on Diabetic Disorders and Commercial Drivers and Insulin-Using Commercial Motor Vehicle Drivers at:
<http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Cardiovascular Condition

§391.41(b)(4)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive cardiac failure.

The term "has no current clinical diagnosis of" is specifically designed to encompass: "a clinical diagnosis of" (1) a current cardiovascular condition, or (2) a cardiovascular condition which has not fully stabilized regardless of the time limit. The term "known to be

accompanied by" is designed to include a clinical diagnosis of a cardiovascular disease (1) which is accompanied by symptoms of syncope, dyspnea, collapse or congestive cardiac failure; and/or (2) which is likely to cause syncope, dyspnea, collapse or congestive cardiac failure.

It is the intent of the FMCSRs to render unqualified, a driver who has a current cardiovascular disease which is accompanied by and/or likely to cause symptoms of syncope, dyspnea, collapse, or congestive cardiac failure. However, the subjective decision of whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the motor carrier. In those cases where there is an occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.), it is suggested before a driver is certified that he or she have a normal resting and stress electrocardiogram (ECG), no residual complications and no physical limitations, and is taking no medication likely to interfere with safe driving.

Coronary artery bypass surgery and pacemaker implantation are remedial procedures and thus, not unqualifying. Implantable cardioverter defibrillators are disqualifying due to risk of syncope. Coumadin is a medical treatment which can improve the health and safety of the driver and should not, by its use, medically disqualify the commercial driver. The emphasis should be on the underlying medical condition(s) which require treatment and the general health of the driver. The FMCSA should be contacted at (202) 366-1790 for additional recommendations regarding the physical qualification of drivers on coumadin.

(See Cardiovascular Advisory Panel Guidelines for the Medical examination of Commercial Motor Vehicle Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Respiratory Dysfunction

§391.41(b)(5)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with ability to control and drive a commercial motor vehicle safely.

Since a driver must be alert at all times, any change in his or her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving.

There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea. If the medical examiner detects a respiratory dysfunction, that in any way is likely to interfere with the driver's ability to safely control and drive a commercial motor vehicle, the driver must be referred to a specialist for further evaluation and therapy. Anticoagulation therapy for deep vein thrombosis and/or pulmonary thromboembolism is not unqualifying once optimum dose is achieved, provided lower extremity venous examinations remain normal and the treating physician gives a favorable recommendation.

Hypertension

§391.41(b)(6)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no current clinical diagnosis of high blood pressure likely to interfere with ability to operate a commercial motor vehicle safely.

Hypertension alone is unlikely to cause sudden collapse; however, the likelihood increases when target organ damage, particularly cerebral vascular disease, is present. This regulatory criteria is based on FMCSA's Cardiovascular Advisory Guidelines for the Examination of CMV Drivers, which used the Sixth Report of the Joint National Committee on Detection, Evaluation, and Treatment of High Blood Pressure (1997).

Stage 1 hypertension corresponds to a systolic BP of 140-159 mmHg and/or a diastolic BP of 90-99 mmHg. The driver with a BP in this range is at low risk for hypertension-related acute incapacitation and may be medically certified to drive for a one-year period. Certification examinations should be done annually thereafter and should be at or less than 140/90. If less than 160/100, certification may be extended one time for 3 months.

A blood pressure of 160-179 systolic and/or 100-109 diastolic is considered Stage 2 hypertension, and the driver is not necessarily unqualified during evaluation and institution of treatment. The driver is given a one time certification of three months to reduce his or her blood pressure to less than or equal to 140/90. A blood pressure in this range is an absolute indication for anti-hypertensive drug therapy. Provided treatment is well tolerated and the driver demonstrates a BP value of 140/90 or less, he or she may be certified for one year from date of the initial exam. The driver is certified annually thereafter.

A blood pressure at or greater than 180 (systolic) and 110 (diastolic) is considered Stage 3, high risk for an acute BP-related event. The driver may **not** be qualified, even temporarily, until reduced to 140/90 or less and treatment is well tolerated. The driver may be certified for 6 months and biannually (every 6 months) thereafter if at recheck BP is 140/90 or less.

Annual recertification is recommended if the medical examiner does not know the severity of hypertension prior to treatment.

An elevated blood pressure finding should be confirmed by at least two subsequent measurements on different days.

Treatment includes nonpharmacologic and pharmacologic modalities as well as counseling to reduce other risk factors. Most antihypertensive medications also have side effects, the importance of which must be judged on an individual basis. Individuals must be alerted to the hazards of these medications while driving. Side effects of somnolence or syncope are particularly undesirable in commercial drivers.

Secondary hypertension is based on the above stages.

Epilepsy

§391.41(b)(8)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.

Epilepsy is a chronic functional disease characterized by seizures or episodes that occur without warning, resulting in loss of voluntary control which may lead to loss of consciousness and/or seizures. Therefore, the following drivers cannot be qualified: (1) a driver who has a medical history of epilepsy; (2) a driver who has a current clinical diagnosis of epilepsy; or (3) a driver who is taking antiseizure medication.

If an individual has had a sudden episode of a nonepileptic seizure or loss of consciousness of unknown cause which did not require antiseizure medication, the decision as to whether that person's condition will likely cause loss of consciousness or loss of ability to control a motor vehicle is made on an individual basis by the medical examiner in consultation with the treating physician. Before certification is considered, it is suggested that a 6 month waiting period elapse from the time of the episode. Following the waiting period, it is suggested that the individual have a complete neurological examination. If the results of the examination are negative and antiseizure medication is not required, then the driver may be qualified.

In those individual cases where a driver has a seizure or an episode of loss of consciousness that resulted from a known medical condition (e.g., drug reaction, high temperature, acute infectious disease, dehydration or acute metabolic disturbance), certification should be deferred until the driver has fully recovered from that condition and has no existing residual complications, and not taking antiseizure medication.

Drivers with a history of epilepsy/seizures off antiseizure medication and seizure-free for 10 years may be qualified to drive a CMV in interstate commerce. Interstate drivers with a history of a single unprovoked seizure may be qualified to drive a CMV in interstate commerce if seizure-free and off antiseizure medication for a 5-year period or more.

(See Conference on Neurological Disorders and Commercial Drivers at:

<http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Mental Disorders

§391.41(b)(9)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to drive a motor vehicle safely.

Emotional or adjustment problems contribute directly to an individual's level of memory, reasoning, attention, and judgment. These problems often underlie physical disorders. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness or paralysis that may lead to incoordination, inattention, loss of functional control and susceptibility to accidents while driving. Physical fatigue, headache, impaired coordination, recurring physical ailments and chronic "nagging" pain may be present to such a degree that certification for commercial driving is inadvisable. Somatic and psychosomatic complaints should be thoroughly examined when determining an individual's overall fitness to drive. Disorders of a periodically incapacitating nature, even in the early stages of development, may warrant disqualification.

Many bus and truck drivers have documented that "nervous trouble" related to neurotic, personality, or emotional or adjustment problems is responsible for a significant fraction of their preventable accidents. The degree to which an individual is able to appreciate, evaluate and adequately respond to environmental strain and emotional stress is critical when assessing an individual's mental alertness and flexibility to cope with the stresses of commercial motor vehicle driving.

When examining the driver, it should be kept in mind that individuals who live under chronic emotional upsets may have deeply ingrained maladaptive or erratic behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior greatly interfere with the driver's ability to drive safely. Those individuals who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification. Careful consideration should be given to the side effects and interactions of medications in the overall qualification determination. See Psychiatric Conference Report for specific recommendations on the use of medications and potential hazards for driving.

(See Conference on Psychiatric Disorders and Commercial Drivers at:

<http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Vision

§391.41(b)(10)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has distant visual acuity of at least 20/40 (Snellen) in each eye with or without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

The term "ability to recognize the colors of" is interpreted to mean if a person can recognize and distinguish among traffic control signals and devices showing standard red, green and amber, he or she meets the minimum standard, even though he or she may have some type of color perception deficiency. If certain color perception tests are administered, (such as Ishihara, Pseudoisochromatic, Yarn) and doubtful findings are discovered, a controlled test using signal red, green and amber may be employed to determine the driver's ability to recognize these colors.

Contact lenses are permissible if there is sufficient evidence to indicate that the driver has good tolerance and is well adapted to their use. Use of a contact lens in one eye for distance visual acuity and another lens in the other eye for near vision is not acceptable, nor telescopic lenses acceptable for the driving of commercial motor vehicles.

If an individual meets the criteria by the use of glasses or contact lenses, the following statement shall appear on the Medical Examiner's Certificate: "Qualified only if wearing corrective lenses."

CMV drivers who do not meet the Federal vision standard may call (202) 366-1790 for an application for a vision exemption.

(See Visual Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Hearing

§391.41(b)(11)

A person is physically qualified to drive a commercial motor vehicle if that person:

First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ADA Standard) Z24.5-1951.

Since the prescribed standard under the FMCSRs is the American Standards Association (ANSI), it may be necessary to convert the audiometric results from the ISO standard to the ANSI standard. Instructions are included on the Medical Examination report form.

If an individual meets the criteria by using a hearing aid, the driver must wear that hearing aid and have it in operation at all times while driving. Also, the driver must be in possession of a spare power source for the hearing aid.

For the whispered voice test, the individual should be stationed at least 5 feet from the examiner with the ear being tested turned toward the examiner. The other ear is covered. Using the breath which remains after a normal expiration, the examiner whispers words or random numbers such as 66, 18,

23, etc. The examiner should not use only sibilants (s sounding materials). The opposite ear should be tested in the same manner. If the individual fails the whispered voice test, the audiometric test should be administered.

If an individual meets the criteria by the use of a hearing aid, the following statement must appear on the Medical Examiner's Certificate "Qualified only when wearing a hearing aid." (See Hearing Disorders and Commercial Motor Vehicle Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Drug Use

§391.41(b)(12)

A person is physically qualified to drive a commercial motor vehicle if that person does not use any drug or substance identified in 21 CFR 1308.11, an amphetamine, a narcotic, or other habit-forming drug. A driver may use a non-Schedule I drug or substance that is identified in the other Schedules in 21 part 1308 if the substance or drug is prescribed by a licensed medical practitioner who: (A) is familiar with the driver's medical history, and assigned duties; and (B) has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

This exception does not apply to methadone. The intent of the medical certification process is

to medically evaluate a driver to ensure that the driver has no medical condition which interferes with the safe performance of driving tasks on a public road. If a driver uses an amphetamine, a narcotic or any other habit-forming drug, it may be cause for the driver to be found medically unqualified. If a driver uses a Schedule I drug or substance, it will be cause for the driver to be found medically unqualified. Motor carriers are encouraged to obtain a practitioner's written statement about the effects on transportation safety of the use of a particular drug.

A test for controlled substances is not required as part of this biennial certification process. The FMCSA or the driver's employer should be contacted directly for information on controlled substances and alcohol testing under Part 382 of the FMCSRs.

The term "uses" is designed to encompass instances of prohibited drug use determined by a physician through established medical means. This may or may not involve body fluid testing. If body fluid testing takes place, positive test results should be confirmed by a second test of greater specificity. The term "habit-forming" is intended to include any drug or medication generally recognized as capable of becoming habitual, and which may impair the user's ability to operate a commercial motor vehicle safely.

The driver is medically unqualified for the duration of the prohibited drug(s) use and until a second examination shows the driver is free

from the prohibited drug(s) use. Recertification may involve a substance abuse evaluation, the successful completion of a drug rehabilitation program, and a negative drug test result. Additionally, given that the certification period is normally two years, the examiner has the option to certify for a period of less than 2 years if this examiner determines more frequent monitoring is required.

(See Conference on Neurological Disorders and Commercial Drivers and Conference on Psychiatric Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Alcoholism

§391.41(b)(13)

A person is physically qualified to drive a commercial motor vehicle if that person: *Has no current clinical diagnosis of alcoholism.*

The term "current clinical diagnosis of" is specifically designed to encompass a current alcoholic illness or those instances where the individual's physical condition has not fully stabilized, regardless of the time element. If an individual shows signs of having an alcohol-use problem, he or she should be referred to a specialist. After counseling and/or treatment, he or she may be considered for certification.

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____ In accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:

- | | |
|--|--|
| <input type="checkbox"/> wearing corrective lenses | <input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.62) |
| <input type="checkbox"/> wearing hearing aid | <input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE) |
| <input type="checkbox"/> accompanied by a _____ waiver exemption | <input type="checkbox"/> Qualified by operation of 49 CFR 391.64 |

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

SIGNATURE OF MEDICAL EXAMINER		TELEPHONE	DATE
MEDICAL EXAMINER'S NAME (PRINT)		<input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Chiropractor <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Practice Nurse	
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE			
SIGNATURE OF DRIVER		DRIVER'S LICENSE NO.	STATE
ADDRESS OF DRIVER			
MEDICAL CERTIFICATE EXPIRATION DATE			



ATTACHMENT 5: Vehicle Safety Check

SCHOOL BUS DRIVER'S VEHICLE INSPECTION REPORT

LOCATION OF RUN: _____

START MILEAGE: _____

BUS NO.: _____

END MILEAGE: _____

DATE: _____

TOTAL MILEAGE: _____

TIME: _____

INSPECT ITEMS LISTED – IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

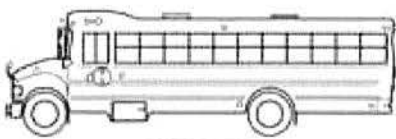
- FLUID LEAKS UNDER BUS
- LOOSE WIRES, HOSE CONNECTIONS
- BELTS IN ENGINE COMPARTMENT
- OIL LEVEL
- RADIATOR COOLANT LEVEL
- BATTERY
- TRANSMISSION
- UNUSUAL ENGINE NOISE
- GAUGES & WARNING LIGHTS
- SWITCHES
- HORN(S)
- FANS & DEFROSTERS
- WIPERS & WASHERS
- STOP ARM CONTROL (IF APPLICABLE)
- SCHOOL BUS WARNING LIGHTS/FLASHERS
- INSIDE & OUTSIDE MIRRORS
- BRAKE PEDAL & WARNING LIGHT
- OPERATION OF SERVICE DOOR
- EMERGENCY EQUIPMENT
- TWO-WAY RADIO CHECK
- FIRST AID KIT
- ENTRANCE STEPS
- CLEANLYNESS OF INTERIOR
- CONDITION OF FLOOR

- SEAT CUSHIONS/FRAMES
- SEAT BELTS/CUTTER
- EMERGENCY DOOR & BUZZER
- HEADLIGHTS, SIGNALS, BRAKE FLASHERS
- 4-WAY FLASHERS
- RIGHT FRONT TIRE & WHEEL
- FRONT OF BUS – WINDSHIELD
- LEFT FRONT TIRE & WHEEL
- STOP ARM (IF APPLICABLE)
- EXHAUST SYSTEM
- TAIL PIPE
- LEFT SIDE OF BUS – WINDOWS & LIGHTS
- LEFT REAR TIRES & WHEELS
- REAR OF BUS – WINDOWS & LIGHTS
- RIGHT REAR TIRES & WHEELS
- RIGHT SIDE OF BUS – WINDOWS & LIGHTS
- DRIVER'S SEAT & BELT
- DIRECTIONAL LIGHTS
- PARKING BREAK AND SERVICE BRAKE
- CLUTCH
- STEERING
- WHEELCHAIR LIFT (IF APPLICABLE)

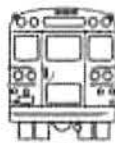
REMARKS: _____

MARK CLEARLY ALL DAMAGE OR DEFICIENCIES FOUND BY USING THE FOLLOWING SYMBOL(S):

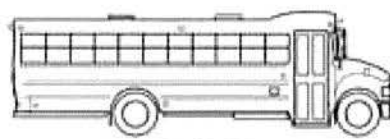
C = CUT H = HOLE D = DENT BR = BROKEN M = MISSING S = SCRATCH P = PATCHED



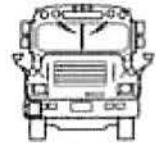
LEFT SIDE



BACK



RIGHT SIDE



FRONT

CONDITION OF ABOVE VEHICLE IS:

SATISFACTORY

UNSATISFACTORY

DRIVER'S SIGNATURE: _____

DATE: _____

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____

DATE: _____

DRIVER'S REVIEW OF ANY REPAIRS: SIGNATURE: _____

DATE: _____