

MATER ACADEMY
of Nevada

September 28, 2022

State Charter Governing Board
State Public Charter School Authority
2080 E. Flamingo Rd., Suite 230
Las Vegas, Nevada 89119

Re: Good Cause Exemption Request to Amend Charter Application

To Whom It May Concern:

Mater Academy of Nevada (Mater) respectfully requests a good cause exemption from the current amendment schedule to amend its charter contract with the State Public Charter School Authority (SPCSA).

The purpose of this out-of-cycle amendment is to seek the SPCSA's approval for Mater to provide bus transportation of students to and from Mater's East Las Vegas campus for extracurricular activities. Mater's Governing Board has approved both the filling of the proposed amendment application as well as the request to seek a good cause exemption (*see Attachment A*) as well as the amendment application itself (*see Attachment B*).

Mater respectfully requests the Authority grant its good cause exemption from the usual amendment cycle and to further approve Mater's Transportation Services Charter Amendment Request so the school may commence bus transportation of students to and from extracurricular activities beginning in early 2023. If this amendment application cannot be granted at the discretion of the Executive Director, however, Mater asks for this item to be placed on the agenda for the SPCSA's earliest available upcoming board meeting.

Mater sincerely appreciates the support of the SPCSA staff as it respectfully seeks this approval to amend its Charter Contract with the SPCSA. The Governing Board looks forward to working with the SPCSA staff to address any questions or concerns.

Sincerely,

Mary Beth Scow

Mary Beth Scow
Board Chair, Mater Academy of Nevada
MaryBeth.Scow@materacademynv.org



NOTICE OF PUBLIC MEETING

of the

Board of Directors of Mater Academy of Nevada

Notice is hereby given that the Board of Directors of Mater Academy of Nevada, a public charter school, will conduct a public meeting on May 18, 2022 beginning at 12:00 p.m. at 6630 Surry St., Las Vegas, NV 89119. The public is invited to attend.

Attached hereto is an agenda of all items scheduled to be considered.

Please Note: The Board of Directors of Mater Academy of Nevada may 1) take agenda items out of order; 2) combine two or more items for consideration; or 3) remove an item from the agenda or delay discussion related to an item at any time.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend or participate at the meeting. Any persons requiring assistance may contact Annette Christensen at (702) 431-6260 or annette.christensen@academicnv.com at least two business days in advance so that arrangements may be made.

The meeting agenda, support materials, and minutes are available at 6630 Surrey St., Las Vegas, NV 89119, via email at annette.christensen@academicnv.com, or by visiting the school's website at <https://www.materacademynv.org>. For copies of the meeting audio, please email annette.christensen@academicnv.com.

Public comment may be limited to three minutes per person at the discretion of the Chairperson. **Please email annette.christensen@academicnv.com to submit or sign up for public comment.**



The vision of Mater Academy of Nevada is to develop successful scholars with 21st century skills of communication, collaboration, critical thinking, and creativity. Students will be college and career ready with cross cultural competence.

Board of Directors

Mary Beth Scow – *Board Chair*

Ricardo Jasso – *Board Vice Chair*

Patricia Fernandez– *Board Secretary*

Dan Triana– *Board Treasurer*

Lisa Satory – *Board Member*

Robert Anderson – *Board Member*

Renee Fairless – *Lead Principal, East Las Vegas*

Amy Gronna – *Principal, Bonanza*

Olivia Carbajal – *Principal, Mountain Vista*

Meeting of the Board of Directors

May 18, 2022

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT

(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)



3. **CONSENT AGENDA** (For Possible Action)

(All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion for these items unless a Board Member or member of the public so requests, in which case the item(s) will be removed from the consent agenda and considered along with the regular order of business.)

- a. Approval of Minutes of the March 30, 2022 Board Meeting
- b. Approval and Acceptance of Grant Funding Awarded to Mater Academy of Nevada:
 - Mater East – PLTW/Verizon Grant
 - Mater Bonanza – 21st Century Community Learning Center
 - Mater Bonanza – PLTW/Verizon Grant
 - Mater Bonanza – ARP Stabilization Grant for PreK
 - Mater Mountain Vista – 21st Century Community Learning Center
 - Mater Mountain Vista – PLTW/Verizon Grant
 - Mater Mountain Vista – ARP Stabilization Grant for PreK
- c. Approval of Renewing the Vended Meal Agreement with Better 4 You Meals

4. **ACTION & DISCUSSION ITEMS**

(Action may be taken on those items denoted “For Possible Action”)

- a. School Initiatives Report by Principal Fairless, Principal Gronna, and Principal Carbajal (For Discussion)
- b. Review of Current Year Financial Performance (For Discussion)
- c. Review and Approval of Final Budget for the 2022/2023 School Year (For Possible Action)
- d. Discussion and Possible Approval to Submit an Application for an Amendment to the Mater Academy Charter to Include Bus Transportation for Extra-Curricular Activities (For Possible Action)
- e. Discussion and Possible Action to Request that a Good Cause Exemption Letter be Included with the Submission of the Mater Academy of Nevada Charter Amendment (For Possible Action)
- f. Discussion and Possible Action to Approve Retention Bonuses (For Possible Action)



- g. Review and Approval of Service Agreement with Risk Management, Inc. dba Go Solutions (AssetWorks) (For Possible Action)
- h. Discussion and Possible Action Approving an Auditing Firm for Mater Academy of Nevada (For Possible Action)
- i. Review and Approval of a Renegotiation of Copier Contract to Include a Printer Buyout (For Possible Action)

5. ANNOUNCEMENTS & NOTIFICATIONS

6. MEMBER COMMENT

7. PUBLIC COMMENT

(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)

8. ADJOURN MEETING

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

- 1) Mater Mountain Vista Campus – 3445 Mountain Vista St., Las Vegas, NV 89121
- 2) Mater Bonanza Campus – 4760 East Bonanza Road, Las Vegas, NV 89110
- 3) Mater East Las Vegas Campus – 3900 E. Bonanza Road, Las Vegas, NV 89110
- 4) Academica Nevada – 6630 Surrey Street, Las Vegas, NV 89119
- 5) <https://materacademynv.org>
- 6) <https://notices.nv.gov>

MINUTES
of the meeting of the
BOARD OF DIRECTORS of MATER ACADEMY OF NEVADA
May 18, 2022

The Board of Directors of Mater Academy of Nevada held a meeting on May 18, 2022 at 12:00 p.m. at 6630 Surrey St., Las Vegas, NV 89119.

1. Call to Order and Roll Call

Board Chair Mary Beth Scow called the meeting to order at 12:03 p.m. with a quorum present. In attendance were Board members Mary Beth Scow, Ricardo Jasso, Patricia Fernandez, Lisa Satory, Robert Anderson, and Dan Triana.

Also present were Lead Principal Renee Fairless, Principal Amy Gronna, and Principal Olivia Carbajal; as well as Academica representatives Michael Muehle, Shane Goodsell, and Trevor Goodsell.

2. Public Comment and Discussion

There was no public comment.

3. Consent Agenda

a. Approval of Minutes of the March 30, 2022 Board Meeting

b. Approval and Acceptance of Grant Funding Awarded to Mater Academy of Nevada:

- Mater East – PLTW/Verizon Grant
- Mater Bonanza – 21st Century Community Learning Center
- Mater Bonanza – PLTW/Verizon Grant
- Mater Bonanza – ARP Stabilization Grant for PreK
- Mater Mountain Vista – 21st Century Community Learning Center
- Mater Mountain Vista – PLTW/Verizon Grant
- Mater Mountain Vista – ARP Stabilization Grant for PreK

c. Approval of Renewing the Vended Meal Agreement with Better 4 You Meals

Member Jasso moved to approve items 3a through 3c on the consent agenda. Member Satory seconded the motion, and the Board voted unanimously to approve.

4. Action & Discussion Items

a. School Initiatives Report by Principal Fairless, Principal Gronna, and Principal Carbajal

Principal Amy Gronna addressed the Board and reported on the overall academic progress and school initiatives for Mater Bonanza campus as found in the support materials, including their field trip, SBAC testing, end of year awards and banquets, and curriculum changes in math. She also thanked the community and Academica for their support regarding the sudden passing of a 3rd grade student. Principal Olivia Carbajal addressed the Board and reported on the overall academic progress and school initiatives for Mater Mountain Vista campus, including end of year testing, hiring for next year, and summer school preparations. Principal Renee Fairless addressed the Board and reported on the overall academic progress and school initiatives for Mater Academy of Nevada as a system and for Mater East campus, including dual enrollment, parent meetings, and new programs.

b. Review of Current Year Financial Performance

Mr. Shane Goodsell addressed the Board and reviewed the financial summary through March 2022. He reported that all the metrics were meeting SPCSA standards, and that the debt to asset ratio was expected to fall by the end of the year due to the PPP Loan forgiveness not being reported. Accounts receivable for grants was also expected to increase. Mr. Goodsell directed the Board to page 31 of the support materials and reviewed the income statement. A private grant increased the miscellaneous revenue. He also stated that spending looked normal apart from two items of return that would affect the technology account in the amount of \$30,000, and consumables in the amount of \$100,000 for the April report.

c. Review and Approval of Final Budget for the 2022/2023 School Year

Mr. Trevor Goodsell stated that the budget would be operating at 97% of 99.5% enrollment; adding that there were a few changes to report from the initial budget. Health insurance decreased by \$56,000; but, substitute teacher fees increased from \$165 to \$175, SPED contracted services increased from \$235 to \$250 per pupil, and IT services increased from \$42 to \$45 per pupil. He had budgeted for a 10% increase for insurance, an 8% increase for NSLP, and a 5% increase for janitorial services due to inflation. The budget would run with an anticipated 2% surplus to meet the debt to income ratio, and to cover costs associated with replacement projects within the school buildings. He concluded that, even though there were still a few unknown numbers, he felt confident that the budget addressed the most important areas for inflation, and that everything would even out. Member Anderson stated that he appreciated Mr. Goodsell

preparing a conservative budget by understating the revenues while overstating the expenses; adding that he felt confident where the budget was with a break-even total.

Member Anderson moved to approve the final budget for the 2022/2023 school year as presented. Member Triana seconded the motion, and the Board voted unanimously to approve.

d. Discussion and Possible Approval to Submit an Application for an Amendment to the Mater Academy Charter to Include Bus Transportation for Extra-Curricular Activities

Mr. Michael Muehle addressed the Board and stated that the school would like to purchase a bus for transporting students to their extracurricular activities for high school sporting programs. A charter amendment would be needed before the bus could be purchased. He also stated that Academics prepared an amendment similar to the other systems that sought similar amendments. Member Anderson asked if the bus would be able to travel outside of the State of Nevada. Mr. Muehle replied that, once the school became a member of the NIAA, they would not typically need to travel outside of the state; however, different arrangements would be made for any out of state travel if needed. Principal Fairless replied that the driver would need a CDL license, and that several campus members were working towards the certification.

Member Jasso moved to approve the submission of an application for an amendment to the Mater Academy Charter to include bus transportation for extra-curricular activities. Member Anderson seconded the motion, and the Board voted unanimously to approve.

e. Discussion and Possible Action to Request that a Good Cause Exemption Letter be Included with the Submission of the Mater Academy of Nevada Charter Amendment

Mr. Muehle stated that a good cause exemption letter would need to accompany the charter amendment application for the bus transportation since the amendment would be submitted out of cycle.

Member Satory moved to approve the inclusion of a good cause exemption letter with the submission of the Mater Academy of Nevada charter amendment. Member Fernandez seconded the motion, and the Board voted unanimously to approve.

Discussion followed regarding the ability to use the bus in marketing efforts.

f. Discussion and Possible Action to Approve Retention Bonuses

Mr. Goodsell stated that the retention bonuses had been included in the budget, and were the same amounts as the previous year. He explained that the bonuses would be paid out at the discretion of the Principals after teachers and staff returned on August 1st. Member Scow and Principal Fairless discussed faculty and staff retention at the campuses. Principal Fairless stated that she had never had so many staff members leave at one time. Some were leaving to be closer to family, and others were being recruited by large educational vendors such as iReady and Amplify.

Member Jasso moved to approve the retention bonuses as presented for the 2022/2023 school year. Member Satory seconded the motion, and the Board voted unanimously to approve.

g. Review and Approval of Service Agreement with Risk Management, Inc. dba Go Solutions (AssetWorks)

Mr. Muehle stated that the school could now bill and receive reimbursement for certain SPED services that qualified for Medicaid. He continued that Go Solutions would be able to process the reimbursements for a fee of 6% of the total amount reimbursed, and that the school would receive 94%. Principal Fairless stated that, with the number of FRL students, there were a substantial amount of students who qualified for Medicaid. Member Jasso asked if the reimbursements would impact the budget. Mr. Goodsell replied that it could; adding that there was never enough money to support SPED services in the budget, and that he would have included it in the budget but he could not gage how much money would be reimbursed.

Member Satory moved to approve the service agreement with Risk Management, Inc. dba Go Solutions as presented. Member Anderson seconded the motion, and the Board voted unanimously to approve.

h. Discussion and Possible Action Approving an Auditing Firm for Mater Academy of Nevada

Mr. Goodsell stated that he had been able to meet with the majority of the financial professionals of each Board to review the various auditing firm's proposals. He announced that the schools would be divided into groups to ensure timely audit completions; adding his recommendations that Mater approve RubinBrown as their auditing firm for the next six years. Member Anderson stated that RubinBrown had a good reputation and he felt comfortable with the recommendation. They also had a local office and quality reviews.

Member Jasso moved to approve RubinBrown as the auditing firm for Mater Academy of Nevada. Member Triana seconded the motion, and the Board voted unanimously to approve.

i. Review and Approval of a Renegotiation of Copier Contract to Include Printer Buyout

Mr. Goodsell stated that AIS had been able to place the school on the same contract price as CCSD. In order to save money, the school could purchase their own printers, eliminating the large monthly lease expense. The printers would be new and have a 5-year warranty. He directed the Board to page 264 of the support materials and explained that the existing payment was \$6,200 and would go to \$3,800.

Member Satory moved to approve renegotiation of the copier contract to include a printer buyout as presented. Member Triana seconded the motion, and the Board voted unanimously to approve.

5. Announcements & Notifications

There were no announcements or notifications.

6. Member Comment

There were no member comments.

7. Public Comment and Discussion

There were no public comments.

8. Adjournment

The meeting was adjourned at 12:54 p.m.

Approved on: Jun 10, 2022
Patricia Fernandez
Patricia Fernandez (Jun 10, 2022 12:19 PDT)

Secretary of the Board of Directors
Mater Academy of Nevada



NOTICE OF PUBLIC MEETING

of the

Board of Directors of Mater Academy of Nevada

Notice is hereby given that the Board of Directors of Mater Academy of Nevada, a public charter school, will conduct a public meeting on September 21, 2022 beginning at 12:00 p.m. at 6630 Surry St., Las Vegas, NV 89119. The public is invited to attend.

Attached hereto is an agenda of all items scheduled to be considered.

Please Note: The Board of Directors of Mater Academy of Nevada may 1) take agenda items out of order; 2) combine two or more items for consideration; or 3) remove an item from the agenda or delay discussion related to an item at any time.

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Public comment may be limited to three minutes per person at the discretion of the Chairperson. **Please email annette.christensen@academicnv.com to submit or sign up for public comment in advance.** Public comment can also be made in person at the meeting.



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Board of Directors

Mary Beth Scow – *Board Chair*

Ricardo Jasso – *Board Vice Chair*

Patricia Fernandez– *Board Secretary*

Dan Triana– *Board Treasurer*

Lisa Satory – *Board Member*

Robert Anderson – *Board Member*

Renee Fairless – *Lead Principal, East Las Vegas*

Amy Gronna – *Principal, Bonanza*

Olivia Carbajal – *Principal, Mountain Vista*

Meeting of the Board of Directors

September 21, 2022

AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT

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3. **CONSENT AGENDA (For Possible Action)**

(All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion for these items unless a Board Member or member of the public so requests, in which case the item(s) will be removed from the consent agenda and considered along with the regular order of business.)

- a. Approval of Minutes of the July 20, 2022 Board Meeting
- b. Approval and Acceptance of Grant Funding Awarded to Mater Academy of Nevada for the 2022-2023 School Year:
 - Title I
 - Title I 1003(a)
 - Title II
 - Title III
 - Title IVA
 - SPED Part B
 - SPED Exceptional Needs
 - SPED Early Childhood
 - Pre-K
 - ARP ESSER College & Career Readiness Supports

4. **ACTION & DISCUSSION ITEMS**

(Action may be taken on those items denoted "For Possible Action")

- a. School Initiatives Report by Principal Fairless, Principal Gronna, and Principal Carbajal (For Discussion)
- b. Review of Current Year Financial Performance (For Discussion)
- c. Final Review and Approval to Submit a Request for a Good Cause Exemption from the Charter Authority to Submit a Charter Amendment Application Out of Cycle to Include Bus Transportation for Extra-Curricular Activities (For Possible Action)
- d. Review and Possible Approval of the EMO Evaluation for Academica Nevada (For Possible Action)

5. **ANNOUNCEMENTS & NOTIFICATIONS**

6. **MEMBER COMMENT**



7. PUBLIC COMMENT

(No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.)

8. ADJOURN MEETING

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- 2) Mater Bonanza Campus – 4760 East Bonanza Road, Las Vegas, NV 89110
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MINUTES
of the meeting of the
BOARD OF DIRECTORS of MATER ACADEMY OF NEVADA
September 21, 2022

The Board of Directors of Mater Academy of Nevada held a meeting on September 21, 2022 at 12:00 p.m. at 6630 Surrey St, Las Vegas, NV 89119.

1. Call to Order and Roll Call

Board Chair Mary Beth Scow called the meeting to order at 12:07 p.m. with a quorum present. In attendance were Board members Mary Beth Scow, Ricardo Jasso, Dan Triana, Patricia Fernandez, and Lisa Satory (arrived at 12:15 p.m.).

Board member Robert Anderson was not present.

Also present were Lead Principal Renee Fairless, Principal Amy Gronna, and Principal Olivia Carbajal; as well as Academica representatives Michael Muehle, Shane Goodsell, Trevor Goodsell, and Ryan Reeves.

2. Public Comment and Discussion

There were no public comments.

3. Consent Agenda

a. Approval of Minutes of the July 20, 2022 Board Meeting

b. Approval and Acceptance of Grant Funding Awarded to Mater Academy of Nevada for the 2022-2023 School Year:

- Title I
- Title I 1003(a)
- Title II
- Title III
- Title IVA
- SPED Part B
- SPED Exceptional Needs
- SPED Early Childhood
- Pre-K
- ARP ESSER College & Career Readiness Supports

Member Jasso moved to approve the consent agenda. Member Fernandez seconded the motion, and the Board voted unanimously to approve.

4. Action & Discussion Items

a. School Initiatives Report by Principal Fairless, Principal Gronna, and Principal Carbajal

Lead Principal Renee Fairless addressed the Board and reported that, as a system, all Nevada Mater Academy principals had travelled to Florida for school visits; adding that they had also brought teachers to develop mentorships with the Florida educators. Principal Olivia Carbajal addressed the Board and stated that iReady diagnostics, WIDA, and MAPS testing were completed at her campus, sports tryouts started, and Data Chats with Jessica Barr showed her middle school rating of 5-STAR and elementary at 3-STAR. Principal Amy Gronna addressed the Board and reported she had also had Data Chats and was working to get students back on track; adding that there had been parent involvement meetings, fundraisers, and technology training for teachers. Principal Fairless gave an update on the construction at her campus. She then reported that 400 students were involved with dual enrollment, Data Chats indicated a 1-STAR rating for her elementary, and the Parent Involvement Committee meeting had the highest attendance in history.

Member Scow asked what they had learned from their Florida trip. Principal Fairless replied that she was reminded of how important it was to make teachers accountable to the curriculum and to work as a team when using best practices. Principals Gronna and Carbajal stated that they came back more motivated and refreshed. Member Triana congratulated them on their success with chronic absenteeism, and asked what their top goal would be for increasing student achievement. Principal Fairless replied that math would be her focus, while Principal Carbajal replied that her focus would be on the new ELL students. Principal Gronna stated that she would be focusing on middle school math. Principal Fairless also included the need to support their SPED students better.

b. Review of Current Year Financial Performance

Mr. Shane Goodsell addressed the Board and reviewed the current financial performance statement through June 2022 as found within the support materials. He reported that all metrics fell within the SPCSA financial framework standards including the debt to assets ratio and enrollment. Mr. Goodsell stated that the Federal grant increase, on the income statement, was due to the PPP Loan forgiveness. Salaries had been adjusted due to an overstatement of \$250,000 in the expenses, and that \$650,000 was in line for the year for that item. Summer payroll accrual was over budget due to the increases in salary and the growth of Mater East. Supplies and building operations and maintenance were over budget in custodial supplies and services due to Covid cleaning procedures. Mr. Goodsell also stated that the technology, athletic, and operations items were over budget due to one-time purchases and crossing guards that were needed within those categories. Mr. Ryan Reeves addressed the Board and noted that crossing guards were not normally assigned and paid for by the school, but rather the local jurisdiction from county funding. He hoped that the school would be recognized for crossing guard funding in the near future.

Member Scow asked if inflation had caused any issues with the budget. Mr. Trevor Goodsell addressed the Board and replied that inflation would impact the budget; however, the insurance renewals had come out better than expected which would provide some savings within the budget. He also explained that any service related item would see the biggest inflation increases, which the budget accounted for. Mr. Goodsell also noted that SPED funding would decrease, and reminded the Board that the school was being funded from quarter 4's numbers from last year; adding that there would be a true-up in November. Mr. Shane Goodsell noted in closing that the NSLP had not been included in the current financial statement, but that it was running at a surplus of \$281,000 for the year.

c. Final Review and Approval to Submit a Request for a Good Cause Exemption from the Charter Authority to Submit a Charter Amendment Application Out of Cycle to Include Bus Transportation for Extra-Curricular Activities

Mr. Michael Muehle addressed the Board and stated that they had approved to submit an amendment at an earlier Board meeting to include bus transportation for extra-curricular activities; adding that this was the final amendment and good cause exemption to submit to the Charter Authority. With the increased number of sporting events offered to students at Mater East campus, Mr. Muehle explained that the situation was creating hardships on parents who had to leave work early in order to get their student athlete to games on time, and on the school to cover costs for rented transportation when games were now held throughout the valley. With the Charter Authority's approval of the application, the hardship on the parents and the school would be eliminated.

Member Jasso moved to approve to submit a request for a good cause exemption from the Charter Authority to submit a charter amendment application out of cycle to include bus transportation for extra-curricular activities. Member Fernandez seconded the motion, and the Board voted unanimously to approve.

d. Review and Possible Approval of the EMO Evaluation for Academica Nevada

Principal Fairless stated that a survey had gone out to the Board and the administrators and other staff members last month, and that the results had come back without any surprises; adding that 99.19% of the evaluation indicated that people saw Academica as solid or better in each of the categories. She reviewed the EMO evaluation results as found in the support materials. Areas identified for improvement included trainings for administrators in Infinite Campus and high school registration, which were already taking place. Principal Fairless stated that she appreciated the transparency that Academica provided in regards to the financial side of things, and requested the Board approve the Academica evaluation as meeting their obligations in the management contract.

Member Fernandez moved to accept the EMO evaluation summary for Academica Nevada as presented. Member Triana seconded the motion, and the Board voted unanimously to approve.

4. Announcements & Notifications

There were no announcements or notifications.

5. Member Comment

There were no member comments.

6. Public Comment and Discussion

There were no public comments.

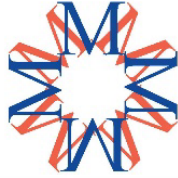
7. Adjournment

The meeting was adjourned at 12:49 p.m.

Approved on: _____

Secretary of the Board of Directors

Mater Academy of Nevada



MATER ACADEMY
of Nevada

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MATER ACADEMY
of Nevada

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

Mater Academy of Nevada (Mater) is seeking authority to provide transportation of students to and from Mater's East Las Vegas campus in order to facilitate students' attendance and participation at various extracurricular activities in the community.

Transportation on this bus owned and operated on behalf of Mater under this plan will be limited to the following:

1. Passengers will be students enrolled at Mater's East campus. Currently, enrollment at Mater's East campus is about 1,150 students in grades K-8.
2. The exact hours of bus operation are still to be determined. However, depending on the nature of the particular extracurricular activity, Mater currently anticipates providing bus transportation of students either before, during, or after the school day. It is also possible that bus transportation may also be provided during the weekends for certain extracurricular activities.
3. The exact physical locations of proposed pick-up and drop-off locations are still to be determined. However, Mater currently anticipates using the bus to transport students from Mater's East Las Vegas campus to extracurricular activities or events and then returning those students back to Mater's East Las Vegas campus:
4. Any school bus driver(s) providing transportation for Mater will meet the minimum qualifications as described in [NRS 386.825](#). However, Mater will contract with a licensed Federal Motor Carrier for any activities that are expected to exceed 2.5-hour time limit each way or that will leave the State of Nevada.



MATER ACADEMY
of Nevada

STATEMENT OF ASSURANCE REGARDING VEHICLE REGULATIONS

Provide a statement of assurance confirming that Mater 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. Mater will provide evidence of the inspection results to the State Public Charter School Authority prior to transporting students.



MATER ACADEMY
of Nevada

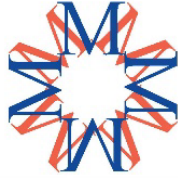
COMPLIANCE WITH NRS 386.815

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(4) provides that:

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.

Mater 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. Mater 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.



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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 Mater conduct Bus Evacuation Drills twice a year. However, because Mater's bus will only be 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 buses will receive more than the required instruction and practice.

Mater's 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***.

The Academica Charter School Bus Checklist is attached hereto as ***Attachment 3***.



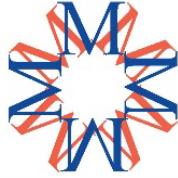
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SCHOOL BUS DRIVER QUALIFICATION COMPLIANCE

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.

Mater 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 Mater, 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



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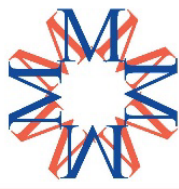
BUS SAFETY STANDARDS AND REQUIREMENTS

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 Mater will only purchase a bus 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](#) apply to “new” school buses purchased on or after January 1, 2016 and July 1, 2019, respectively. As stated above, since Mater plans on purchasing a new school bus (see Thomas Built Buses® by BusWest attached hereto as **Attachment 6**), these standards will apply and Mater would receive certification in the semiannual inspection conducted by the Department of Public Safety.

In order to ensure the safety of the equipment being used, Mater 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 Department of Public Safety.



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ATTACHMENT 1 - Bus Safety Program



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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 travel hours are 57% for Teen 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 take the school bus instead of traveling by 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 Department of Public Safety 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.



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- Drivers train on defensive driving, rules of the road, and all state and federal regulations.
- After passing written and driving tests, 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.



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- 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 do not 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 your 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, do not run down the steps.
- When you leave the bus, hold the handrail, and take two large steps away from the bus.



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- 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.

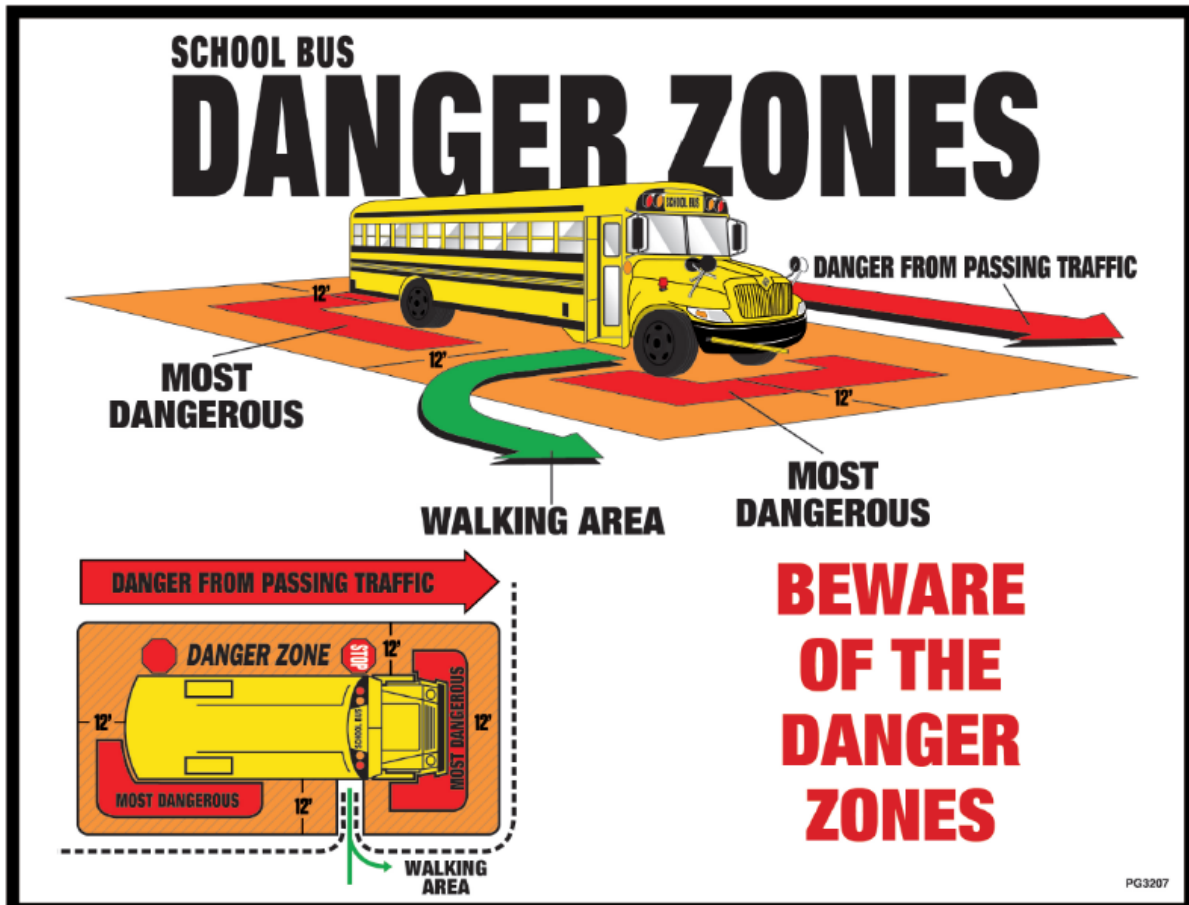
SAFETY SMARTS - KNOW THE DANGER ZONE

- 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.



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Please familiarize students with the bus safety diagram below!



ROAD SAFETY WHEN BUSES ARE LOADING AND UNLOADING STUDENTS

[NRS 484B.353](#)(1) states that, “the driver of any vehicle, when meeting or overtaking, from either direction, any school bus, equipped with signs and signals required by law, which has stopped to receive or discharge any pupil and is displaying a flashing red light signal visible from the front and rear, shall bring the 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 also need not stop upon meeting or passing a school bus where traffic is controlled by a traffic officer. [NRS 484B.353](#)(2).



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“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. NRS 484A.070. 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 NRS 484B.353 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 the driver’s license of the person 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 the driver’s license of the person 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.

[NRS 484B.353\(3\)](#).

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 484B.353](#) is empowered by state law to prepare a report of the violation.

The following 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.



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<u>Year</u>	<u># of Drivers Reporting</u>	<u>Total # of Violations</u>
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 permitted to carry students on and off the bus. Scooters and stroller-type wheelchairs 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 four securements and a shoulder lap belt. All students must also be secured 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 extra upper body support. Other accommodations are available upon request and the written determination of the student IEP.



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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 statutes 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

Mater 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 - Mater 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.



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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 Mater 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 Mater Academy staff may have allergies to scents such as perfume, etc.



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- 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 388.133](#).)



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- 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.
- Possession or use of narcotics, drugs, or alcohol 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.



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- If crossing the street to board the bus, students MUST look both left and right for cars and 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 (i.e., back to back; bottom to bottom; book bag on the lap).
- Students MUST sit in their seats and 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 (including 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 (except bottled water). This rule protects students or drivers that have food allergies and prevents choking.

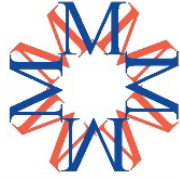


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- There will be absolute quiet at all railroad crossings so the driver can listen for oncoming trains.

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 the school bus. Look-alike instruments/weapons are treated as real articles.
- The following items are not allowed on a Mater 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, cannot be transported on the bus.
- Any item used in an unsafe manner may be confiscated, and the student must bring a parent/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.



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ATTACHMENT 2 - School Bus Safety Brochure



Nearly two-thirds of school bus-related fatalities of school-age children occur outside of the school bus.



One-third of those children are between 5 and 7 years old.



More school-age pedestrians are killed from 7 - 8 a.m. and 3 - 4 p.m. than any other times of day.



Passing vehicles cause an estimated two-thirds of school bus loading and unloading fatalities.



American School Bus Council
1840 Western Avenue
Albany, New York 12203
(866) 955-2722

STEPS YOU CAN TAKE TO MAKE RIDING THE SCHOOL BUS EVEN SAFER FOR YOUR CHILD



**LEARN THE
FACTS
PLAY IT SAFE**
schoolbusfacts.com



TIPS FOR STAYING SAFE

While the school bus is the safest way to travel to and from school, children still need to be careful as they get on and off the bus. Obstructed views and distracted drivers put kids at risk, which is why it's important that parents teach them ways to stay safe.

- The most dangerous area around the school bus is within a 10-foot radius on all sides. Show children how and when to stay at a safe distance.
- Younger children should be supervised at the bus stop.
- Children who rush are particularly vulnerable, so make sure to get to the bus stop early.
- Show children how to stay three giant steps away from the road until the school bus comes to a complete stop and the door opens.
- Children should never walk behind the school bus.
- Children who cross in front of the school bus should stay at least five giant steps (10 feet) away from it and make sure that the bus driver sees them before they step off the curb.



CHILDREN SHOULD CHECK FOR PASSING VEHICLES FROM BOTH DIRECTIONS BEFORE ENTERING THE ROADWAY.

- Teach children to wait until no cars are coming from either direction before they can cross the street.
- Tell children that conversations and play time have to wait until they are safely seated, or safely away from the school bus.
- Children should use handrails when getting on and off the school bus and secure any loose or hanging objects, like straps or drawstrings.
- If a child drops something outside the school bus, tell them to NEVER try to pick it up and to tell the driver.
- Children should not yell while riding the school bus. The bus driver needs to be able to hear other vehicles on the road.

RISKS FROM MOTORISTS

Motorists break the law and risk children's lives when they fail to stop for the school bus as it loads and unloads its passengers. Yet it's estimated that over 10 million drivers illegally pass school buses every year.

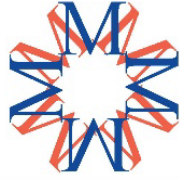
Let others know that putting kids' lives at risk is not OK.

- Report aggressive drivers and those who fail to obey stop-arm laws to local authorities.
- Encourage your community to take a pledge to brake for the school bus. Ways to spread the word are at schoolbusfacts.com.

*Play it safe.
Respect the ride.*

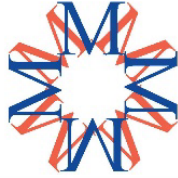


Find out what else you can do to keep children safe in and around the school bus. Visit schoolbusfacts.com for more information.



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ATTACHMENT 3 - Academica Charter School Bus Checklist



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ACADEMICA CHARTER SCHOOL BUS CHECKLIST

A. Prior to Operation of School Bus

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 the vehicle qualifies under the operative State of [Nevada Minimum School Bus Standards and Specifications](#)
- School bus must be registered and inspected by Department of Public Safety
- 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 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)



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B. After School Bus Use Commences

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 the Department of Public Safety twice a year
- Driver must perform the following inspections as described in the [State of Nevada 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 School's employment application for school bus drivers contains the following:
 - Proof of CDL license
 - List of Experience driving Commercial Motor Vehicles
 - List of motor vehicle accidents and any traffic violations and citations
 - Name and 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



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- 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 and alcohol test results (keep 2-5 years depending on situation)
 - Drug and 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

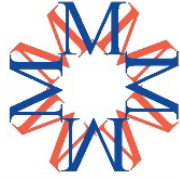


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- Destination
 - Date of the trip
 - Times of departure and return
 - Total miles driven on the trip
 - Total time the driver has operated the bus on the trip
- Maintain records that show the driver has not exceeded the maximum number of hours and 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

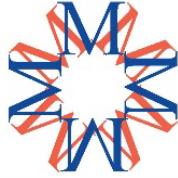
For Students:

- 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\(2\)](#)]



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ATTACHMENT 4 - Driver Qualification File

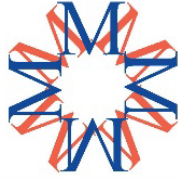


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DRIVER QUALIFICATION FILE

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

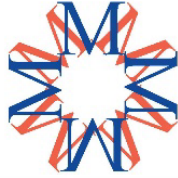
- *COPY OF CURRENT DRIVER LICENSE.*
- *ABSTRACT OF DRIVING RECORD MUST BE OBTAINED UPON HIRE AND KEPT IN THE FILE.*
- *ABSTRACT OF DRIVING RECORD MUST BE OBTAINED ANNUALLY AND KEPT IN THE FILE.*
- *DOCUMENTATION THAT DRIVER HAS COMPLETED 40-HOUR TRAINING COURSE PROVIDED BY A STATE CERTIFIED TRAINER.*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



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49 CFR § 391.21 Application for Employment

- (a) Except as provided in [subpart G of this part](#), a person shall not drive a commercial motor vehicle unless he/she has completed and furnished the motor carrier that employs him/her with an application for employment that meets the requirements of [paragraph \(b\)](#) of this section.
- (b) The application for employment shall be made on a form furnished by the motor carrier. Each application form must be completed by the applicant, must be signed by him/her, and must contain the following information:
 - (1) The name and address of the employing motor carrier;
 - (2) The applicant's name, address, date of birth, and social security number;
 - (3) The addresses at which the applicant has resided during the 3 years preceding the date on which the application is submitted;
 - (4) The date on which the application is submitted;
 - (5) The issuing State, number, and expiration date of each unexpired commercial motor vehicle operator's license or permit that has been issued to the applicant;
 - (6) The nature and extent of the applicant's experience in the operation of motor vehicles, including the type of equipment (such as buses, trucks, truck tractors, semitrailers, full trailers, and pole trailers) which he/she has operated;
 - (7) A list of all motor vehicle accidents in which the applicant was involved during the 3 years preceding the date the application is submitted, specifying the date and nature of each accident and any fatalities or personal injuries it caused;
 - (8) A list of all violations of motor vehicle laws or ordinances (other than violations involving only parking) of which the applicant was convicted or forfeited bond or collateral during the 3 years preceding the date the application is submitted;



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- (9) A statement setting forth in detail the facts and circumstances of any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued to the applicant, or a statement that no such denial, revocation, or suspension has occurred;
- (10)
- (i) A list of the names and addresses of the applicant's employers during the 3 years preceding the date the application is submitted,
 - (ii) The dates he or she was employed by that employer,
 - (iii) The reason for leaving the employ of that employer,
 - (iv) After October 29, 2004, whether the
 - (A) Applicant was subject to the FMCSRs while employed by that previous employer,
 - (B) Job was designated as a safety sensitive function in any DOT regulated mode subject to alcohol and controlled substances testing requirements as required by [49 CFR part 40](#);
- (11) For those drivers applying to operate a commercial motor vehicle as defined by [part 383 of this subchapter](#), a list of the names and addresses of the applicant's employers during the 7-year period preceding the 3 years contained in [paragraph \(b\)\(10\)](#) of this section for which the applicant was an operator of a commercial motor vehicle, together with the dates of employment and the reasons for leaving such employment; and
- (12) The following certification and signature line, which must appear at the end of the application form and be signed by the applicant:
- This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

(Date)

(Applicant's signature)



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- (c) A motor carrier may require an applicant to provide information in addition to the information required by [paragraph \(b\)](#) of this section on the application form.
- (d) Before an application is submitted, the motor carrier must inform the applicant that the information he/she provides in accordance with [paragraph \(b\)\(10\)](#) 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.

This is an example driver employment application. Carriers do not need to use this exact form, but must have a completed and signed employment application for all drivers that contains the information listed in [49 CFR 391.21](#).

DRIVER EMPLOYMENT APPLICATION

[COMPANY NAME, ADDRESS, PHONE NUMBER, AND EMAIL]
An Equal Opportunity Employer

COMPLETE IN FULL OR IT WILL NOT BE CONSIDERED.

APPLICANT INFORMATION					
FIRST NAME		MIDDLE NAME		LAST NAME	
PHONE		EMAIL			
DATE OF BIRTH		SOCIAL SECURITY #			
DATE OF APPLICATION		POSITION APPLIED FOR		DATE AVAILABLE FOR WORK	

Do you have legal right to work in the United States? YES NO

PREVIOUS THREE YEARS RESIDENCY					
<i>Attach additional sheet if more space is needed</i>					
	STREET	CITY	STATE	ZIP CODE	# OF YEARS AT ADDRESS
CURRENT					
MAILING					
PREVIOUS					
PREVIOUS					
PREVIOUS					

LICENSE INFORMATION				
No person who operates a commercial motor vehicle shall at any time have more than one driver's license (49 CFR 383.21). I certify that I do not have more than one motor vehicle license, the information for which is listed below. Include all licenses held for the past 3 years; attach additional sheets if needed.				
STATE	LICENSE #	TYPE/CLASS	ENDORSEMENTS	EXPIRATION DATE
PREVIOUSLY HELD LICENSES				

DRIVING EXPERIENCE				
CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATE FROM	DATE TO	APPROX # OF MILES (TOTAL)
STRAIGHT TRUCK				
TRACTOR & SEMI-TRAILER				
TRACTOR & 2 TRAILERS				
TRACTOR & TANKER				
OTHER				

ACCIDENT RECORD FOR THE PAST 3 YEARS

Attach additional sheet if more space is needed. Check this box if none

DATES (List most recent first)	NATURE OF ACCIDENT (Head-on, rear-end, upset, etc.)	# FATALITIES	# INJURIES	CHEMICAL SPILLS (Y/N)

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS)

Attach additional sheet if more space is needed. Check this box if none

DATE CONVICTED (Month/Year)	VIOLATION	STATE OF VIOLATION	PENALTY (Forfeited bond, collateral and/or points)

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? YES NO

If yes, explain

Has any license, permit, or privilege ever been suspended or revoked? YES NO

If yes, explain

EMPLOYMENT HISTORY

The Federal Motor Carrier Safety Regulations (49 CFR 391.21) require that all applicants wishing to drive a commercial vehicle list all employment for the last three (3) years. ***In addition, if you have driven a commercial vehicle previously, you must provide employment history for an additional seven (7) years (for a total of ten (10) years). Any gaps in employment in excess of one (1) month must be explained.***

Start with the last or current position, including any military experience, and work backwards (attach separate sheets if necessary). You are required to list the complete mailing address, including street number, city, state, zip; and complete all other information.

CURRENT (MOST RECENT) EMPLOYER					
NAME				PHONE	
ADDRESS					
POSITION HELD		FROM MO/YR		TO MO/YR	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					

While employed here, were you subject to the Federal Motor Carrier Safety Regulations? YES NO

Was the job designated as a safety-sensitive function in any Department of Transportation-regulated mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40? YES NO

SECOND (MOST RECENT) EMPLOYER

NAME				PHONE		
ADDRESS						
POSITION HELD			FROM MO/YR			TO MO/YR
REASON FOR LEAVING					SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)						
While employed here, were you subject to the Federal Motor Carrier Safety Regulations? <input type="checkbox"/> YES <input type="checkbox"/> NO						
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO						

THIRD (MOST RECENT) EMPLOYER

NAME				PHONE		
ADDRESS						
POSITION HELD			FROM MO/YR			TO MO/YR
REASON FOR LEAVING					SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)						
While employed here, were you subject to the Federal Motor Carrier Safety Regulations? <input type="checkbox"/> YES <input type="checkbox"/> NO						
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO						

EDUCATION

SCHOOL	NAME & LOCATION	COURSE OF STUDY	YEARS COMPLETED	GRADUATE		DETAILS
				Y	N	
High School				<input type="checkbox"/>	<input type="checkbox"/>	
College				<input type="checkbox"/>	<input type="checkbox"/>	
Other				<input type="checkbox"/>	<input type="checkbox"/>	

OTHER QUALIFICATIONS

Please list any other qualifications that you have and which you believe should be considered.

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make investigations (including contacting current and prior employers) into my personal, employment, financial, medical history, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, health care providers, and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Company.

I understand that the information I provide regarding my current and/or prior employers may be used, and those employer(s) will be contacted for the purpose of investigating my safety performance history as required by 49 CFR 391.23. I understand that I have the right to:

- Review information provided by current/prior employers;
- Have errors in the information corrected by previous employers, and for those previous employers to resend the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

This certifies that I completed this application, and that all entries on it and information in it are true and complete to the best of my knowledge. Note: A motor carrier may require an applicant to provide more information than that required by the Federal Motor Carrier Safety Regulations.

Applicant Signature		Date	
Applicant Name (printed)			

Medical Examination Report FOR COMMERCIAL DRIVER FITNESS DETERMINATION

649-F (6045)

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.																																																																																																																										
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other cardiovascular condition</td></tr> <tr><td></td><td><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)</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td colspan="2">High blood pressure <input type="checkbox"/> 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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Regular, frequent alcohol use																																																																																																																										
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Narcotic or habit forming drug use																																																																																																																										
<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 ≥ 5 ft., with or without hearing aid, or b) average hearing loss in better ear ≤ 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 ≤140/90.

Pulse Rate: Regular Irregular

Record Pulse Rate: _____

Reading	Category	Expiration Date	Recertification
140-159/90-99	Stage 1	1 year	1 year if ≤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 ≤140/90
≥180/110	Stage 3	6 months from date of exam if ≤140/90	6 months if ≤ 140/90

6. LABORATORY AND OTHER TEST FINDINGS

Numerical readings must be recorded.

URINE SPECIMEN	SP. GR.	PROTEIN	BLOOD	SUGAR
----------------	---------	---------	-------	-------

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, bruises, 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 _____

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) 366-4001 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 (703) 448-3094 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) 366-4001 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.

(See Conference on Pulmonary/Respiratory Disorders and Commercial Drivers at:

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

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. Evaluation is warranted if patient is persistently hypertensive

on maximal or near-maximal doses of 2-3 pharmacologic agents. Some causes of secondary hypertension may be amenable to surgical intervention or specific pharmacologic disease.

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

Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease §391.41(b)(7)

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

Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease which interferes with the ability to control and operate a commercial motor vehicle safely.

Certain diseases are known to have acute episodes of transient muscle weakness, poor muscular coordination (ataxia), abnormal sensations (paresthesia), decreased muscular tone (hypotonia), visual disturbances and pain which may be suddenly incapacitating. With each recurring episode, these symptoms may become more pronounced and remain for longer periods of time. Other diseases have more insidious onsets and display symptoms of muscle wasting (atrophy), swelling and paresthesia which may not suddenly incapacitate a person but may restrict his/her movements and eventually interfere with the ability to safely operate a motor vehicle. In many instances these diseases are degenerative in nature or may result in deterioration of the involved area.

Once the individual has been diagnosed as having a rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease, then he/she has an established history of that disease. The physician, when examining an individual, should consider the following: (1) the nature and severity of the individual's condition (such as sensory loss or loss of strength); (2) the degree of limitation present (such as range of motion); (3) the likelihood of progressive limitation (not always present initially but may manifest itself over time); and (4) the likelihood of sudden incapacitation. If severe functional impairment exists, the driver does not qualify. In cases where more frequent monitoring is required, a certificate for a shorter period of time may be issued. (See Conference on Neurological Disorders and Commercial Drivers at:

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

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 (703) 448-3094 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.

Public Burden Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0006. Public reporting for this collection of information is estimated to be approximately one minute per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RRA, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.



U.S. Department of Transportation
Federal Motor Carrier
Safety Administration

Medical Examiner's Certificate
(for Commercial Driver Medical Certification)

I certify that I have examined **Last Name:** _____ **First Name:** _____ in accordance with *(please check only one)*:
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 *(check all that apply)* **OR**
the Federal Motor Carrier Safety Regulations ([49 CFR 391.41-391.49](#)) with any applicable State variances (which will only be valid for intrastate operations), and, with knowledge of the driving duties, I find this person is qualified, and, if applicable, only when *(check all that apply)*:

- Wearing corrective lenses Accompanied by a _____ waiver/exemption Driving within an exempt intracity zone ([49 CFR 391.62](#)) *(Federal)*
- Wearing hearing aid Accompanied by a Skill Performance Evaluation (SPE) Certificate Qualified by operation of [49 CFR 391.64](#) *(Federal)*
- Grandfathered from State requirements *(State)*

Medical Examiner's Certificate Expiration Date

The information I have provided regarding this physical examination is true and complete. A complete Medical Examination Report Form, MCSA-5875, with any attachments, embodies my findings completely and correctly, and is on file in my office.

Medical Examiner's Signature

Medical Examiner's Telephone Number

Date Certificate Signed

Medical Examiner's Name *(please print or type)*

- MD Physician Assistant Advanced Practice Nurse
- DO Chiropractor Other Practitioner *(specify)* _____

Medical Examiner's State License, Certificate, or Registration Number

Issuing State

National Registry Number

Driver's Signature

Driver's License Number

Issuing State/Province

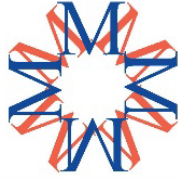
Driver's Address

Street Address: _____ City: _____ State/Province: _____ Zip Code: _____

CLP/CDL Applicant/Holder

Yes No

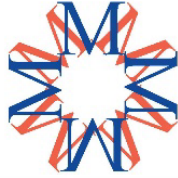
This document contains sensitive information and is for official use only. Improper handling of this information could negatively affect individuals. Handle and secure this information appropriately to prevent inadvertent disclosure by keeping the documents under the control of authorized persons. Properly dispose of this document when no longer required to be maintained by regulatory requirements.



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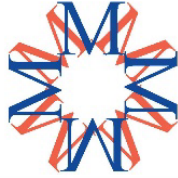
49 CFR § 391.23 Investigation and Inquiries

- (a) Except as provided in [subpart G of this part](#), each motor carrier shall make the following investigations and inquiries with respect to each driver it employs, other than a person who has been a regularly employed driver of the motor carrier for a continuous period which began before January 1, 1971:
 - (1) An inquiry, within 30 days of the date the driver's employment begins, to each State where the driver held or holds a motor vehicle operator's license or permit during the preceding 3 years to obtain that driver's motor vehicle record.
 - (2) An investigation of the driver's safety performance history with Department of Transportation regulated employers during the preceding three years.
- (b) A copy of the motor vehicle record(s) obtained in response to the inquiry or inquiries to each State required by [paragraph \(a\)\(1\)](#) of this section must be placed in the driver qualification file within 30 days of the date the driver's employment begins and be retained in compliance with [§ 391.51](#). If no motor vehicle record is received from the State or States required to submit this response, the motor carrier must document a good faith effort to obtain such information, and certify that no record exists for that driver in that State or States. The inquiry to the State driver licensing agency or agencies must be made in the form and manner each agency prescribes.
- (c)
 - (1) Replies to the investigations of the driver's safety performance history required by [paragraph \(a\)\(2\)](#) of this section, or documentation of good faith efforts to obtain the investigation data, must be placed in the driver investigation history file, after October 29, 2004, within 30 days of the date the driver's employment begins. Any period of time required to exercise the driver's due process rights to review the information received, request a previous employer to correct or include a rebuttal, is separate and apart from this 30-day requirement to document investigation of the driver safety performance history data.



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- (2) The investigation may consist of personal interviews, telephone interviews, letters, or any other method for investigating that the carrier deems appropriate. Each motor carrier must make a written record with respect to each previous employer contacted, or good faith efforts to do so. The record must include the previous employer's name and address, the date the previous employer was contacted, or the attempts made, 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. The record must be maintained pursuant to [§ 391.53](#).
 - (3) Prospective employers should report failures of previous employers to respond to an investigation to the FMCSA and use the complaint procedures specified at [§ 386.12 of this subchapter](#). Keep a copy of the reports in the driver investigation history file as part of documenting a good faith effort to obtain the required information.
 - (4) **Exception.** For drivers with no previous employment experience working for a DOT-regulated employer during the preceding three years, documentation that no investigation was possible must be placed in the driver investigation history file, after October 29, 2004, within the required 30 days of the date the driver's employment begins.
- (d) The prospective motor carrier must investigate, at a minimum, the information listed in this paragraph from all previous employers of the applicant that employed the driver to operate a CMV within the previous three years. The investigation request must contain specific contact information on where the previous motor carrier employers should send the information requested.
- (1) General driver identification and employment verification information.
 - (2) The data elements as specified in [§ 390.15\(b\)\(1\) of this chapter](#) for accidents involving the driver that occurred in the three-year period preceding the date of the employment application.
 - (i) Any accidents as defined by [§ 390.5 of this chapter](#).



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- (ii) Any accidents the previous employer may wish to provide that are retained pursuant to [§ 390.15\(b\)\(2\)](#), or pursuant to the employer's internal policies for retaining more detailed minor accident information.
- (e) In addition to the investigations required by [paragraph \(d\)](#) of this section, the prospective motor carrier employers must investigate the information listed below in this paragraph from all previous DOT regulated employers that employed the driver within the previous three years from the date of the employment application, in a safety-sensitive function that required alcohol and controlled substance testing specified by [49 CFR part 40](#).
 - (1) Whether, within the previous three years, the driver had violated the alcohol and controlled substances prohibitions under [subpart B of part 382 of this chapter](#), or [49 CFR part 40](#).
 - (2) Whether the driver failed to undertake or complete a rehabilitation program prescribed by a substance abuse professional (SAP) pursuant to [§ 382.605 of this chapter](#), or [49 CFR part 40, subpart O](#). If the previous employer does not know this information (*e.g.*, an employer that terminated an employee who tested positive on a drug test), the prospective motor carrier must obtain documentation of the driver's successful completion of the SAP's referral directly from the driver.
 - (3) For a driver who had successfully completed a SAP's rehabilitation referral, and remained in the employ of the referring employer, information on whether the driver had the following testing violations subsequent to completion of a [§ 382.605](#) or [49 CFR part 40, subpart O](#) referral:
 - (i) Alcohol tests with a result of 0.04 or higher alcohol concentration;
 - (ii) Verified positive drug tests;
 - (iii) Refusals to be tested (including verified adulterated or substituted drug test results).



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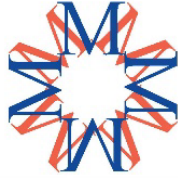
- (4) As of January 6, 2023, employers subject to [§ 382.701\(a\) of this chapter](#) must use the Drug and Alcohol Clearinghouse to comply with the requirements of this section with respect to FMCSA-regulated employers.
- (i) **Exceptions.**
- (A) If an applicant who is subject to follow-up testing has not successfully completed all follow-up tests, the employer must request the applicant's follow-up testing plan directly from the previous employer in accordance with [§ 40.25\(b\)\(5\) of this title](#).
- (B) If an applicant was subject to an alcohol and controlled substance testing program under the requirements of a DOT mode other than FMCSA, the employer must request alcohol and controlled substances information required under this section directly from those employers regulated by a DOT mode other than FMCSA.
- (f)
- (1) A prospective motor carrier employer must provide to the previous employer the driver's consent meeting the requirements of [§ 40.321\(b\) of this title](#) for the release of the information in [paragraph \(e\)](#) of this section. If the driver refuses to provide this consent, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle for that motor carrier.
- (2) If a driver refuses to grant consent for the prospective motor carrier employer to query the Drug and Alcohol Clearinghouse in accordance with [paragraph \(e\)\(4\)](#) of this section, the prospective motor carrier employer must not permit the driver to operate a commercial motor vehicle.
- (g) After October 29, 2004, previous employers must:
- (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. If there is no safety performance history information to report for that driver, previous motor carrier employers are



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nonetheless required to send a response confirming the non-existence of any such data, including the driver identification information and dates of employment.

- (2) Take all precautions reasonably necessary to ensure the accuracy of the records.
 - (3) Provide specific contact information in case a driver chooses to contact the previous employer regarding correction or rebuttal of the data.
 - (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.
 - (5) **Exception.** Until May 1, 2006, carriers need only provide information for accidents that occurred after April 29, 2003.
- (h) The release of information under this section may take any form that reasonably ensures confidentiality, including letter, facsimile, or e-mail. The previous employer and its agents and insurers must take all precautions reasonably necessary to protect the driver safety performance history records from disclosure to any person not directly involved in forwarding the records, except the previous employer's insurer, except that the previous employer may not provide any alcohol or controlled substances information to the previous employer's insurer.
- (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) The right to review information provided by previous employers;



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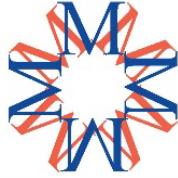
- (ii) The right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected information to the prospective employer;
 - (iii) The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and the driver cannot agree on the accuracy of the information.
 - (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.
- (j)
- (1) Drivers wishing to request correction of erroneous information in records received pursuant to [paragraph \(i\)](#) of this section must send the request for the correction to the previous employer that provided the records to the prospective employer.
 - (2) After October 29, 2004, the previous employer must either correct and forward the information to the prospective motor carrier employer, or notify the driver within 15 days of receiving a driver's request to correct the data that it does not agree to correct the data. If the previous employer corrects and forwards the data as requested, that employer must also retain the corrected information as part of the driver's safety performance history record and provide it to



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subsequent prospective employers when requests for this information are received. If the previous employer corrects the data and forwards it to the prospective motor carrier employer, there is no need to notify the driver.

- (3) Drivers wishing to rebut information in records received pursuant to [paragraph \(i\)](#) of this section must send the rebuttal to the previous employer with instructions to include the rebuttal in that driver's safety performance history.
 - (4) After October 29, 2004, within five business days of receiving a rebuttal from a driver, the previous employer must:
 - (i) Forward a copy of the rebuttal to the prospective motor carrier employer;
 - (ii) Append the rebuttal to the driver's information in the carrier's appropriate file, to be included as part of the response for any subsequent investigating prospective employers for the duration of the three-year data retention requirement.
 - (5) The driver may submit a rebuttal initially without a request for correction, or subsequent to a request for correction.
 - (6) The driver may report failures of previous employers to correct information or include the driver's rebuttal as part of the safety performance information, to the FMCSA following procedures specified at [§ 386.12](#).
- (k)
- (1) The prospective motor carrier employer must use the information described in [paragraphs \(d\)](#) and [\(e\)](#) of this section only as part of deciding whether to hire the driver.
 - (2) The prospective motor carrier employer, its agents and insurers must take all precautions reasonably necessary to protect the records from disclosure to any person not directly involved in deciding whether to hire the driver. The prospective motor carrier employer may not provide any alcohol or controlled substances information to the prospective motor carrier employer's insurer.



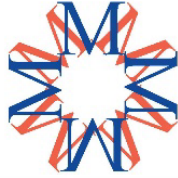
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- (l)
- (1) No action or proceeding for defamation, invasion of privacy, or interference with a contract that is based on the furnishing or use of information in accordance with this section may be brought against -
- (i) A motor carrier investigating the information, described in [paragraphs \(d\)](#) and [\(e\)](#) of this section, of an individual under consideration for employment as a commercial motor vehicle driver,
- (ii) A person who has provided such information; or
- (iii) The agents or insurers of a person described in [paragraph \(l\)\(1\)\(i\)](#) or [\(ii\)](#) of this section, except insurers are not granted a limitation on liability for any alcohol and controlled substance information.
- (2) The protections in [paragraph \(l\)\(1\)](#) of this section do not apply to persons who knowingly furnish false information, or who are not in compliance with the procedures specified for these investigations.
- (m)
- (1) The motor carrier must obtain an original or copy of the medical examiner's certificate issued in accordance with [§ 391.43](#), and any medical variance on which the certification is based, and, beginning on or after May 21, 2014, verify the driver was certified by a medical examiner listed on the National Registry of Certified Medical Examiners as of the date of issuance of the medical examiner's certificate, and place the records in the driver qualification file, before allowing the driver to operate a CMV.
- (2) **Exception.** For drivers required to have a commercial driver's license under [part 383 of this chapter](#):
- (i) Beginning January 30, 2015, using the CDLIS motor vehicle record obtained from the current licensing State, the motor carrier must verify and document in the driver qualification file the following information before allowing the driver to operate a CMV:



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- (A) The type of operation the driver self-certified that he or she will perform in accordance with [§ 383.71\(b\)\(1\) of this chapter](#).
 - (B)
 - (1) Beginning on May 21, 2014, and through June 22, 2025, that the driver was certified by a medical examiner listed on the National Registry of Certified Medical Examiners as of the date of medical examiner's certificate issuance.
 - (2) If the driver has certified under [paragraph \(m\)\(2\)\(i\)\(A\)](#) of this section that he or she expects to operate in interstate commerce, that the driver has a valid medical examiner's certificate and any required medical variances.
 - (C) **Exception.** Beginning on January 30, 2015, and through June 22, 2025, if the driver provided the motor carrier with a copy of the current medical examiner's certificate that was submitted to the State in accordance with [§ 383.73\(b\)\(5\) of this chapter](#), the motor carrier may use a copy of that medical examiner's certificate as proof of the driver's medical certification for up to 15 days after the date it was issued.
- (3) **Exception.** For drivers required to have a commercial learner's permit under [part 383 of this chapter](#):
- (i) Beginning July 8, 2015, using the CDLIS motor vehicle record obtained from the current licensing State, the motor carrier must verify and document in the driver qualification file the following information before allowing the driver to operate a CMV:
 - (A) The type of operation the driver self-certified that he or she will perform in accordance with [§ 383.71\(b\)\(1\)](#) and [\(g\) of this chapter](#).



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(B)

(1) Through June 22, 2025, that the driver was certified by a medical examiner listed on the National Registry of Certified Medical Examiners as of the date of medical examiner's certificate issuance.

(2) If the driver has a commercial learner's permit and has certified under [paragraph \(m\)\(3\)\(i\)\(A\)](#) of this section that he or she expects to operate in interstate commerce, that the driver has a valid medical examiner's certificate and any required medical variances.

(C) Through June 22, 2025, if the driver provided the motor carrier with a copy of the current medical examiner's certificate that was submitted to the State in accordance with [§ 383.73\(a\)\(2\)\(vii\) of this chapter](#), the motor carrier may use a copy of that medical examiner's certificate as proof of the

driver's medical certification for up to 15 days after the date it was issued.

(ii) Until July 8, 2015, if a driver operating in non-excepted, interstate commerce has no medical certification status information on the CDLIS MVR obtained from the current State driver licensing agency, the employing motor carrier may accept a medical examiner's certificate issued to that driver, and place a copy of it in the driver qualification file before allowing the driver to operate a CMV in interstate commerce.

(4) In the event of a conflict between the medical certification information provided electronically by FMCSA and a paper copy of the medical examiner's certificate, the medical certification information provided electronically by FMCSA shall control.

PRIOR EMPLOYMENT HISTORY AND CDL DRUG AND ALCOHOL TESTING REQUEST FORM

Our Entity Name	
Street Address	
City, State ZIP Code	
Telephone #	
Fax #	
Email Address	

Driver / Applicant Name:	Social Security Number:
<p>I hereby authorize and request _____ (Prior Employer Name) to release any and all information pertaining to my employment records as required by 49 CFR §§ 391.23 and 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 Regulations require that this information be released as part of Driver Qualification Process.</p> <p style="text-align: center;">Guidance to Prior Employers</p> <p>Pursuant to 49 CFR § 391.23(g)(1), you must 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. If there is no safety performance history information to report for that driver, you 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>Pursuant to 49 CFR § 391.23(g), you must also</p> <ul style="list-style-type: none"> (2) Take all precautions reasonably necessary to ensure the accuracy of the records. (3) Provide specific contact information in case a driver chooses to contact the previous employer regarding correction or rebuttal of the data. (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>Pursuant to 49 CFR § 40.25(h), you are required to immediately release the requested Drug and Alcohol Testing information to the employer making the inquiry.</p>	

Driver Printed Name	
Driver Signature	
Date	
Witnessed By	



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49 CFR § 391.53 Driver Investigation History File

- (a) Each motor carrier must maintain records relating to the investigation into the safety performance history of a new or prospective driver pursuant to [§ 391.23\(d\)](#) and [\(e\)](#). This file must be maintained in a secure location with controlled access.
 - (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.
 - (2) This data must only be used for the hiring decision.
- (b) The file must include:
 - (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\(f\)\(1\)](#).
 - (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.

PRIOR EMPLOYER CHECK GOOD FAITH EFFORT

(For use as documentation when information cannot be obtained)

Company Name	
Street Address	
City, State ZIP Code	
Telephone #	
Fax #	
Email Address	

- | |
|---|
| 1. Call the prior employer and record the date, name and telephone number of who was contacted. Fax or email the required Release with driver's signature. Wait 3 days, then go to step 2. |
| 2. Call the prior employer and record the date, name, and telephone number of who was contacted. Ask if they received the Release by fax or email. 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 with 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 prior employer refuses to release the information according to 49 CFR 391.23, record it below and file with the driver's original release of information. |

DRIVER NAME		
Date	Method	Who Contacted
1.		
Notes:		

DRIVER NAME		
Date	Method	Who Contacted
2.		
Notes:		

DRIVER NAME		
Date	Method	Who Contacted
3.		
Notes:		

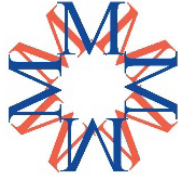
Conducted By	
Date Completed	



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of Nevada

49 CFR 391.31 Road Test

- (a) Except as provided in subpart G, a person shall not drive a commercial motor vehicle unless he/she has first successfully completed a road test and has been issued a certificate of driver's road test in accordance with this section.
- (b) The road test shall be given by the motor carrier or a person designated by it. However, a driver who is a motor carrier must be given the test by a person other than himself/herself. The test shall be given by a person who is competent to evaluate and determine whether the person who takes the test has demonstrated that he/she is capable of operating the commercial motor vehicle, and associated equipment, that the motor carrier intends to assign him/her.
- (c) The road test must be of sufficient duration to enable the person who gives it to evaluate the skill of the person who takes it at handling the commercial motor vehicle, and associated equipment, that the motor carrier intends to assign to him/her. As a minimum, the person who takes the test must be tested, while operating the type of commercial motor vehicle the motor carrier intends to assign him/her, on his/her skill at performing each of the following operations:
 - (1) The pretrip inspection required by [§ 392.7 of this subchapter](#);
 - (2) Coupling and uncoupling of combination units, if the equipment he/she may drive includes combination units;
 - (3) Placing the commercial motor vehicle in operation;
 - (4) Use of the commercial motor vehicle's controls and emergency equipment;
 - (5) Operating the commercial motor vehicle in traffic and while passing other motor vehicles;
 - (6) Turning the commercial motor vehicle;
 - (7) Braking, and slowing the commercial motor vehicle by means other than braking; and
 - (8) Backing and parking the commercial motor vehicle.



MATER ACADEMY
of Nevada

- (d) The motor carrier shall provide a road test form on which the person who gives the test shall rate the performance of the person who takes it at each operation or activity which is a part of the test. After he/she completes the form, the person who gave the test shall sign it.
- (e) If the road test is successfully completed, the person who gave it shall complete a certificate of driver's road test in substantially the form prescribed in [paragraph \(f\)](#) of this section.
- (f) The form for the certificate of driver's road test is substantially as follows:

Certification of Road Test

Driver's name _____

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 my considered opinion that this driver possesses sufficient driving skill to operate safely the type of commercial motor vehicle listed above.

(Signature of examiner)

(Title)

(Organization and address of examiner)

- (g) A copy of the certificate required by [paragraph \(e\)](#) of this section 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 -
 - (1) The original of the signed road test form required by [paragraph \(d\)](#) of this section; and
 - (2) The original, or a copy of, the certificate required by [paragraph \(e\)](#) of this section.
- (h) The information collection requirements of this section have been reviewed by the Office of Management and Budget (OMB) pursuant to the Paperwork Reduction Act of 1995 ([44 U.S.C. 3501 et seq.](#)) and have been assigned OMB control number 2126-0072.

This form is an example only. Certificates may look different, but should contain similar information.

CERTIFICATE OF DRIVER'S ROAD TEST

Instructions: If the road test is successfully completed, the person who gave it shall complete a certificate of the driver's road test. The original or copy of the certificate shall be retained in the employing motor carrier's driver qualification file of the person examined and a copy given to the person who was examined. ([49 CFR 391.31](#)(e)(f)(g))

Driver's Name _____
Social Security Number _____
Operator's or Chauffeur's
License Number _____
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 _____ consisting of approximately _____ miles of driving.

It is my considered opinion that this driver possesses sufficient driving skill to operate safely the type of commercial motor vehicle listed above.

EXAMINER FIRST & LAST NAME

SIGNATURE OF EXAMINER

DATE

BUSINESS NAME AND ADDRESS OF ORGANIZATION

This form is an example only. Requirements for the annual driver's certification of violations can be found in [49 CFR 391.27](#).

ANNUAL DRIVER'S CERTIFICATION OF VIOLATIONS

MOTOR CARRIER INSTRUCTIONS: Each motor carrier must at least once every 12 months, require each driver to prepare a list of all violations of motor vehicle traffic laws and ordinances (other than violations involving only parking) of which the driver has been convicted, or of which he/she has forfeited bond or collateral during the preceding 12 months (49 CFR 391.27). Drivers who have provided information required by 49 CFR 383.31 need not repeat that information on this form.

DRIVER REQUIREMENTS: Each driver will provide the list as required by the motor carrier above. If the driver has not been convicted of, or forfeited bond or collateral on account of, any violation which must be listed, he/she shall so certify (49 CFR 391.27).

COMPLETED BY DRIVER - CERTIFICATION OF VIOLATIONS

DRIVER NAME: LAST, FIRST, MI SOCIAL SECURITY NUMBER DATE OF EMPLOYMENT

HOME TERMINAL (CITY AND STATE) DRIVER'S LICENSE NUMBER STATE EXPIRATION DATE

I certify that the following is a true and complete list of traffic violations required to be listed (other than those I have provided under 49 CFR 383) for which I have been convicted or forfeited bond or collateral during the past 12 months.

Check this box if you have had no violations in the past 12 months.

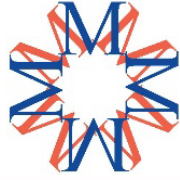
DATE	OFFENSE	LOCATION	TYPE OF VEHICLE OPERATED

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 DRIVER'S SIGNATURE

MOTOR CARRIER NAME MOTOR CARRIER ADDRESS

REVIEWER PRINTED NAME REVIEWER SIGNATURE TITLE DATE



MATER ACADEMY
of Nevada

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: _____

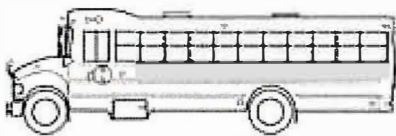
INSPECT ITEMS LISTED – IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"

- ___ FLUID LEAKS UNDER BUS
- ___ LOOSE WIRES, HOSE CONNECTIONS
- ___ BELTS IN ENGINE COMPARTMENT
- ___ OIL LEVEL
- ___ RADIATOR COOLANT LEVEL
- ___ BATTERY
- ___ TRANSMISSION
- ___ UNUSUAL ENGINE NOISE
- ___ GUAGES & 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

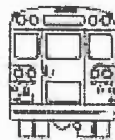
- ___ SEAT CUSHIONS/FRAMES
- ___ SEAT BELTS/CUTTER
- ___ EMERGENCY DOOR & BUZZER
- ___ HEADLIGHTS, SIGNALS, BRAKE FLASHERS
- ___ 4-WAY FLASHERS
- ___ RIGHT FRONT TIRE & WHEEL
- ___ FRONT OF BUS – WINDSHIELD
- ___ LEFT FRONT TIRE & WHEEL
- ___ STOP ARM (IF APPLICABLE)
- ___ EXHAUST SYSTEM
- ___ TAIL PIPE
- ___ 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: _____

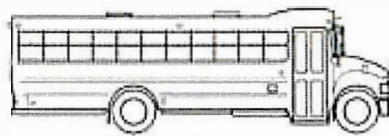
MARK CLEARLY ALL DAMAGE OR DEFICIENCIES FOUND BY USING THE FOLLOWING SYMBOL(S):
 C = CUT H = HOLE D = DENT BM = BROKEN M = MISSING S = SCRATCH P = PATCHED



LEFT SIDE



BACK



RIGHT SIDE



FRONT

CONDITION OF ABOVE VEHICLE IS:

SATISFACTORY

UNSATISFACTORY

DRIVER'S SIGNATURE: _____

DATE: _____

___ ABOVE DEFECTS CORRECTED

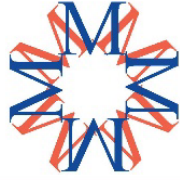
___ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____

DATE: _____

DRIVER'S REVIEW OF ANY REPAIRS: SIGNATURE: _____

DATE: _____



MATER ACADEMY
of Nevada

ATTACHMENT 6 – Thomas Built Buses® by BusWest



Customer Quotation

Prepared For:

Mater Academy of Nevada
3900 E. Bonanza Rd
Las Vegas, NV 89110

Prepared By :

BusWest
21107 S. Chico St.
Carson, CA 90745

Quote Number:
385479

Quote Date:
2/24/2022

Customer Order No:
SBFH 09246

Model Profile: Saf-T-Liner HDX 141YS

Product Type: School Transportation
Year: 2023
Chassis Model: CHSY
Chassis MFG: THOS
GVWR: 37,600
Passenger Capacity: 87 pax
Headroom: 78
Wheelbase: 277
Brake Type: AIR W/REAR AIR SUSPENSION (23K)
Engine Type: CUMMINS B6.7 300 DIESEL, 6 Cyl, 300 HP, 2500 RPM
Fuel Type: DIESEL
Fuel Tank Capacity: 100
Transmission Type: ALLISON 2500 PTS TRANSMISSION - CUMMINS ISB-300 (HDX) 2013
Axle, Front: 14600-lb Capacity
Axle, Rear: 23000-lb Capacity
Tires, Front: MICHELIN 11R22.5 16(H) PLY XZE2
Tires, Rear: MICHELIN 11R22.5 16(H) PLY XZE2
Suspension Front: Spring
Suspension Rear : HENDRICKSON "COMFORT AIR" SINGLE AXLE AIR SUSPENSION-23K AXL

**Detailed Specification Attached*

Options included in this quote:

- Fire Suppression - Amerex

CUSTOMER ORDER APPROVAL

Customer Signature:** _____ **Date:** _____

New bus(es) Info:

Name on bus: _____

Bus Number(s): _____ CA Number: _____

*** I have reviewed the quote detail for accuracy and I agree to order the bus(es) as listed*

Includes the Following Equipment:**BODY****ACCESSORIES**

- 1 DRIVER'S STORAGE BOX LOCATED OVER DRIVER'S WINDOW (HDX)
- 1 ACRYLIC VISOR WITH VINYL EDGE TRIM
- 1 ACRYLIC VISOR - LEFT SIDE WITH VINYL EDGE TRIM
- 1 PROP ROD - ACCESS DOOR ABOVE WINDSHIELD
- 1 CERTIFICATE HOLDER - 4" X 6"
- 1 STORAGE COMPARTMENT - SIDE MOUNTED, LEFT SIDE FRONT, W/LOCK
- 1 SEALED STORAGE COMPARTMENT W/LOCK, RIGHT SIDE FRONT

CERTIFICATION/SAFETY

- 1 FIRE EXTINGUISHER - 5 LB.
- 1 KIT - FIRST AID, 24 UNIT, COMPLIES WITH NEVADA STATE SPECS
- 1 KIT - FIRST AID, 24 UNIT, COMPLIES W/WYOMING STATE SPECS
- 1 KIT - BODY FLUID CLEAN-UP, COMPLIES WITH NEVADA STATE SPEC
- 1 KIT - BODY FLUID CLEAN-UP, COMPLIES WITH WYOMING SPECS
- 1 6" X 30" INTERIOR REARVIEW MIRROR
- 1 CROSSVIEW MIRROR INCLUDED IN REARVIEW MIRROR ASSEMBLY
- 1 ROSCO INTEGRATED STYLE - REMOTE CONTROL NON-HEATED MIRROR
- 1 SIGN-STOP,ELECTRIC LED FRONT SE1-7980
- 1 SIGN-STOP,ELECTRIC LED REAR SE1-7981
- 1 LABEL - U.S. CERTIFICATION
- 1 XING ARM, AIR BLADDER OPERATION
- 1 APPLICATION - SCHOOL
- 1 LABEL-GHG CERTIFICATION ENGLISH

DOORS

- 1 EXTERIOR DOOR HANDLE
- 1 141Y28_LI-24-S000
- 1 24" SIDE EMERGENCY DOOR LS
- 1 SIDE EMERGENCY DOOR - RIGHT SIDE, CENTER, 78" HEADROOM
- 1 3-POINT LATCH - SIDE EMERGENCY DOOR, LEFT SIDE
- 1 STRAP HINGES - SIDE EMERGENCY DOOR, RIGHT SIDE (B5155)
- 1 STRAP HINGES - SIDE EMERGENCY DOOR, LEFT SIDE (B5155)
- 1 STEPWELL GUARD (HDX)

ELECTRICAL - BODY

- 1 DEFROSTER FAN MOUNTED OVER WINDSHIELD, CENTER
- 1 BACKING ALARM - HEAVY DUTY - 112DB
- 1 GPS - ZONAR SYSTEM, HDX
- 1 PREMIUM SPEAKERS - EIGHT (8)
- 1 RADIO - AM/FM DEA700 DELPHI, TRANSIT W/PAGE
- 1 BREAKERS - MANUAL RESET
- 1 PILOT LIGHT CONNECTED TO WARNING LIGHT
- 1 ADDITIONAL DOME LAMPS - HDX
- 1 DOME LIGHTS WIRED TO BATTERY
- 1 DRIVER'S DOME LIGHT
- 1 STEP LIGHT SWITCH
- 1 LIGHT-LED STEPWELL - HDX
- 1 7" LED FRONT DIRECTIONAL/PARKING LIGHTS
- 1 LAMPS-STOP/TAIL/DIRECTIONAL AMBER/REVERSE LED
- 1 LAMPS-STOP/TAIL 4"FLUSH-MOUNT LED
- 1 LAMPS-4" BACKUP LED
- 1 LAMPS-LICENSE PLATE ILLUMINATION LED - ONE (1)
- 1 SIDE DIRECTIONAL-LED AMBER TURN,REAR OF FTRON WHEEL
- 1 SIDE DIRECTIONAL-LED AMBER TURN,CENTER REAR WHEEL
- 1 LED WARNING LIGHTS - STROBE,FOUR(4)AMBER & FOUR (4) RED LENS
- 1 HALOGEN 8-LIGHT WARNING SYSTEM
- 1 ID LAMPS - LED
- 1 MARKER LAMPS - LED
- 1 MID-MARKER LAMPS - LED
- 1 NOISE SUPPRESSION SWITCH WITH MOMENTARY SWITCH
- 1 STATIC VENT FRONT - TRANSIT, STANDARD
- 1 BATTERY HOLD DOWN BRACKET - DELUXE 3 BATTERY
- 1 BATTERY BOX - STANDARD

EXTERIOR

- 1 LOCK - BATTERY BOX DOOR
- 1 THUMB LATCH - FUEL FILLER DOOR
- 1 SMOOTH SIDE SHEETS - 16 GAUGE
- 1 16 GAUGE SMOOTH SIDE SHEETS
- 1 BRACKET - MOUNTING, LICENSE PLATE, FRONT
- 1 REAR RUBBER MUD FLAPS 22.5W W/O LOGO
- 1 FRONT MUD FLAPS,RUBBER-15 1/2 WIDE WITHOUT LOGO

HVAC

- 1 CONSTANT TORQUE CLAMPS - STANDARD HEATER
- 1 GROCO CENTRIFUGAL BOOSTER PUMP
- 1 HEATER SHUT-OFF VALVES - BALL TYPE - ENGINE COMPARTMENT
- 1 84,000 BTU HEATER - 7TH SECTION LEFT SIDE
- 1 84,000 BTU HEATER - 13TH SECTION LEFT SIDE
- 1 SERIES HEATER CONNECTION - REAR HEATERS TWO(2)
- 1 WEBASTO TSL17 COOLANT HEATER W/ 7-DAY TIMER
- 1 PLUMBING AT SIDE DOOR WITH PLYWOOD FLOOR
- 1 CONSTANT TORQUE CLAMPS - TWO (2) REAR UNDERSEAT HEATERS
- 1 GATES BLUE HEATER HOSE - FRONT CENTER HEATER
- 1 SIDE DOOR RAMP OVER HEATER HOSE
- 1 CONDENSER STACKING KIT - CM3

INTERIOR

- 1 FLOOR STEP NOSING W/STAINLESS STEEL BACK-YELLOW,FRT ENTRANCE
- 1 BLACK KORSEAL "NM" BACKED STEP TREADS - O/O ENTRANCE DOOR
- 1 STAINLESS STEEL AISLE STRIPS
- 1 BLACK KOROSEAL FLOOR COVERING WITH 13" CENTER AISLE
- 1 BLACK FLOOR COVERING - AISLE SIDES OF WHEELHOUSE ASSEMBLIES
- 1 PLYWOOD FLOOR 1/2" THICKNESS
- 1 78" HEADROOM
- 1 POLYESTER INSULATION - RAFTER CAVITIES
- 1 ACOUSTIC HEADLINING - COMPLETE WITH POLYESTER INSULATION
- 1 SEALANT - PLYWOOD FLOOR EDGES
- 1 BODY ADJUSTMENT-INTEG LAP&SHLD DAVEN F/DIESEL ENGINE - HDX

MISC

- 1 PDI IDENTIFIER-DEALER PERFORMED
- 1 BODY ADJUSTMENT-HDX 2010 EPA
- 1 BODY ADJUSTMENT-HDX 2013 EPA
- 1 FUEL SENSE - 2500PTS TRANSMISSION
- 1 SAF-T-LINER HDX

PAINT/LETTERING

- 1 DECAL-UNITED AUTO WORKERS
- 1 PAINT STANDARD SASH FLAT BLACK
- 1 LABEL-APPROVED FUEL INSTRUCTIONS
- 1 LABEL - DIESEL EXHAUST FLUID (DEF) - ENGLISH
- 1 LABEL - OVERHEAD SAFETY EQUIPMEN STORAGE COMPARTMENT
- 1 DECAL-FRONT CAP "SCHOOL BUS"
- 1 DECAL-NON REFLECTIVE REAR CAP "SCHOOL BUS"
- 1 LABEL - 2010 EPA EXHAUST REGENERATION - ENGLISH
- 1 LABEL - ENGINE REGENERATION SWITCH
- 1 BLACK 3M - FRONT BUMPER, AROUND SIDES TO END OF BUMPER
- 1 BLACK 3M - REAR BUMPER, AROUND SIDES TO END OF BUMPER
- 1 YELLOW 3M TAPE - 5", BELOW REAR ENGINE DOOR
- 5 YELLOW REFLEXITE-PERIMETER OF PUSHOUT SASH (28.5" HIGH SASH)
- 1 YELLOW 3M TAPE - PERIMETER OF EMERG DOOR, 24" W (78" HR)
- 1 2" YELLOW 3M TAPE - PERIMETER OF REAR PUSHOUT WINDOW
- 1 YELLOW 3M - 2", PERIMETER OF REAR BUS BODY
- 1 REFLECTIVE TAPE-ROOF HATCH WHITE(2)
- 1 YELLOW REFLEXITE-2", ABOVE FLOOR LINE-BOTH SIDES OF BUS BODY
- 1 PUSHOUT WINDOW INSTRUCTIONS & REFERRAL DECAL(S)
- 1 LABEL - REAR PUSHOUT WINDOW, "PULL HANDLE OUT TO OPEN"
- 1 PAINT-EXTERIOR ROOF WHITE 6"
- 1 PAINT-EXT WDO AREA SAME AS BODY
- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK

- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPERS FRT/RR BLACK
- 1 PAINT-SOLID COLOR YELLOW

SEATS

- 1 SEALING - FLOOR COVERING
- 1 SEAT BELT CUTTER - TIE TECH
- 1 SEAT BELT - DRIVERS SEAT
- 1 LEFT SIDE BARRIER IMMEDIATELY BEHIND DRVR MOVED REARWARD 5"
- 1 BARRIER STORAGE POUCH, RIGHT SIDE AT ENTRANCE DOOR
- 1 KICK PLATE/MODESTY PANEL-39"VERT, WALL-MTD BARRIER,RT SIDE
- 1 KICK PLATE/MODESTY PANEL-39"VERT, WALL-MTD BARRIER,LT SIDE
- 1 ASSIST RAIL YELLOW RIGHT SIDE
- 1 ASSIST RAIL BARRIER YELLOW LS HDX
- 1 39" BARR-VERT,WALL MT 45"H RS 2009
- 1 39"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 COLONIAL BLUE UPHOLSTERY-45"HIGH RECESSED BARRIER
- 1 BACK-NATIONAL DRV'S SEAT
- 1 ARMREST NATIONAL DRVR'S ST. BOTH SIDES
- 1 UPH DR.ST.FABRIC BLK NATIONAL
- 1 PEDESTAL-NATIONAL AIR W/2 SHOCKS
- 1 COVER PEDASTAL NATIONAL NONE
- 1 SLIDE STOP NATIONAL DR.ST. NONE
- 1 RETAINER NATIONAL DR.ST.BELT
- 1 POUCH-DR.ST.STORAGE NONE
- 1 RISER-DRIVERS SEAT, NATIONAL NONE
- 27 42 OZ COLONIAL BLUE UPHOLSTERY - S3C PASSENGER SEAT
- 1 42 OZ COL BLUE UPH - S3C DAVENPORT
- 11 S3C 39"LS FLEXIBLE 3/2 WALL MOUNT
- 1 S3C 39"LS FLEXIBLE 3/2 FLOOR MOUNT
- 12 S3C 39"RS 3/2 FLEXIBLE WALL MOUNT
- 1 S3C 39"RS 3/2 FLEXIBLE FLOOR MOUNT
- 1 S3C 39"LS 3/2 FLEXIBLE FLIP SEAT
- 1 S3C 39"/39" FLEXIBLE 3/2 DAVENPORT
- 1 S3C 39"RS 3/2 FLEXIBLE FLIP SEAT
- 24 S3C WALL MOUNT HARDWARE - TRANSIT
- 1 S3C FLOOR MOUNT HARDWARE - TRANSIT
- 1 S3C FLIP SEAT HARDWARE - TRANSIT

WINDOWS/GLASS

- 1 TINTED TEMPERED GLASS - COMPLETE
- 1 TINTED TEMPERED GLASS-DRIVER'S WINDOW, BLK FINISH WIND FRAME
- 1 TINTED WINDSHIELD WITH 5" BAND FOR MVP-ER, ER TRANSIT
- 2 TINTED TEMPERED PUSHOUT-LEFT SIDE,VERTICAL HINGE
- 3 TINTED TEMPERED PUSHOUT-RIGHT SIDE,VERTICAL HINGE
- 20 TINT TEMP GLASS-COMP (28.5")
- 2 TINT TEMP GLASS-COMP(28.5")+10
- 1 WINDOW STOPS (12")

OTHER

- 1 2019 CUMMINS ENGINE TARIFF
- 1 SURCHARGE-RAW MATERIAL (STEEL)
- 1 HATCH-RF ESC SPEC ADVANTAGE H1976-025-111 ENGLISH GRAY (2)
- 1 MCC AC-106K/120K,FREE BLOW-SKIRT MT CONDENSORS
- 1 MODEL YEAR 2022

CHASSIS

AXLES AND SUSPENSIONS

- 1 DET FRONT AXLE - 14,600 LB. VERSUS STANDARD
- 1 AXLE - REAR, DET 23K, 4.78 RATIO
- 1 80W 140 FULLY SYNTHETIC - FRONT AXLE
- 1 80W 140 FULLY SYNTHETIC - REAR AXLE
- 1 HENDRICKSON "COMFORT AIR" SINGLE AXLE AIR SUSPENSION-23K AXL

BRAKES

- 1 ANTILOCK BRAKES - MERITOR/WABCO (HDX)
- 1 ELECTRONIC STABILITY CONTROL - HDX

- 1 PARKING BRAKE INTERLOCK

CHASSIS EQUIPMENT

- 1 SOLENOID OPERATED AIR RESERVOIR DRAINS
- 1 RELOCATE AIR TANKS - HDX
- 1 ADJUSTABLE PEDAL SYSTEM - HDX
- 1 HOSES - GATES BLUE STRIPE W/STAINLESS PIPES - HDX
- 1 100 GALLON FUEL TANK, BETWEEN THE RAILS, RIGHT HAND FILL
- 1 CHASSIS FRAME RAIL - REG. STRENGTH (50KSI) HDX (277"WB)
- 1 FRONT TOWBAR (HDX)
- 1 ENGINE SKID BAR
- 1 PROTECTIVE PLATE- ENG OIL PAN

ELECTRICAL - CHASSIS

- 1 TRIPLE 12-VOLT GROUP 31 BATTERIES - HDX
- 1 CIRCUIT BREAKERS-MANUAL RESET - HDX
- 1 AMMETER, 300 AMP, DASH-MOUNTED (HDX)
- 1 SOLID STATE ELECTRONIC FLASHER FOR HAZARD LIGHTS
- 1 IGNITION KEYED ALIKE (HDX)

ENGINE AND EQUIPMENT

- 1 AIR DRYER - BENDIX AD - IP WITH HEATER - HDX
- 1 EXHAUST BRAKE - HDX, CUMMINS ISB
- 1 CRUISE CONTROL - HDX (CUM ISB)
- 1 VEHICLE SPEED LIMITING(70 MILES PER HOUR SETTING)
- 1 FUEL PRO 245 DAVCO FUEL WATER SEPARATOR - HDX
- 1 COOLANT RECOVERY BOTTLE - HDX
- 1 WATER FILTER - HDX (CUMMINS ISB)
- 1 CUMMINS B6.7-300 ENGINE (HDX) 2013 EPA
- 1 CHASSIS A/C KIT - 05K, 270 AMP ALTER, CUMMINS ISB (HDX)
- 1 MULTI-FUNCTION GAUGE-REAR PANEL HDX
- 1 LABEL/DECAL FOR RADIATOR OVERFLOW BOTTLE - "COOLANT ONLY"

TRANSMISSION AND EQUIPMENT

- 1 BODY ADJUSTMENT - ALLISON 2500 PTS SERIES TRANSMISSION (HDX)
- 1 ALLISON 2500 PTS TRANSMISSION - CUMMINS ISB-300 (HDX) 2013
- 1 ALLISON FUEL SENSE-PLUS, DSS MED

WHEELS AND TIRES

- 6 MICHELIN 11R22.5 16(H) PLY XZE2
- 1 TIRE BALANCING
- 6 DISC WHEEL-8.25X22.5,5H YELLOW
- 1 HUB-PILOTED WHEEL EQUIPMENT - 23K (HDX)

Meets all FMVSS requirements in effect at the time of manufacture.



Bid Form

February 25, 2022

Customer Order No.: SBFH 09246

Honorable Board of Trustees
Mater Academy of Nevada
3900 E. Bonanza Rd
Las Vegas, NV 89110

BusWest respectfully submits for your consideration our bid to supply 1 complete 87 pax passenger school bus as follows:

Chassis Make: Thomas	Model: CHSY	Model Year: 2023
Wheelbase: 277"	Engine: Cummins ISB	Horsepower: 300
Body Make: Thomas	Model: Saf-T-Liner HDX	Capacity: 87 pax

Transmission: Allison 3000 PTS

Delivery Date: 180-210 Days after receipt of order

Subject to Prior Sale: No

Cash Purchase Price (each):	\$ 177,657.00
Doc Fee:	\$ 85.00
NV Title Fee:	\$ 29.25
Total	\$ 177,771.25

We have examined the detailed minimum specifications established by the school board and guarantee this bid to be in accordance thereto. Above price includes all dealer prep., pre-delivery service, necessary lettering, F.O.B. school district and documentation fee.

Todd Franssen, Sales Representative

Quote is good for thirty (30) days

Quote No.: 385479

Carson – Main Headquarters

21107 South Chico St. Carson, CA. 90745
Sales Toll Free: (800) 458-9199 Main: (310) 984-3900 Fax: (310) 984 -3996
Parts Toll Free: (866) 707-7800 Fax: (310) 984-3994
www.buswest.com

Sacramento

210 North East St., Woodland, CA. 95776
Main: (424) 210-3020

Fresno

4337 North Goldenstate Ste#101, Fresno, CA 93609
Main: (559) 277-0118





