

Attachments

1. Driver Certification Flow-Chart
2. Attendant Certification Process
3. Pick Authorization Forms
4. 2012 Contracted Vendor Pick of run Order
5. OPT Bus Physical Inspection Standards
6. Investigations Criteria

Requirements for DOE Bus Driver Certification

Initial submission "PETS"

- vendor enters applicant details into "PETS"; triggering a nomination email sent to applicant
- Applicant must establish Profile and complete Moral Questionnaire (MQ) in Applicant Gateway
- Print and complete a "Fingerprint Referral Form" (FPR)

Fingerprinting

Fingerprinting is done in 2 locations:

- Vernon Blvd, or
- 65 Court St.

Documents applicant is required to bring to appointment:

- Fingerprint Referral (FPR)
- U.S. government issued ID

In addition; applicant needs to be fingerprinted by MorphoTrust USA™ www.itenrollment.com or 1-877-472-6915;
by appointment only
 (Submission for certification to OPT must include ALL PAPERWORK including Final Qualification)

Required For Certification		
Paperwork	Training	Testing
Copies of NYS Commercial Driver License: Class A & B with a P and S endorsement Class C with a P and N1 endorsement	Pre-Service Training from Training instructor approved by NYSED	Successful completion of a Physical Performance test completed w/ in 60 days prior to certification
2 pieces of ID license + social security card (proper documentation if not US citizen)	At least 2 hours of instruction in school bus safety practices , twice each year (PJ's Law-Spring Refresher)	Annual Medical Examination by NY State licensed physician completed w/ in 90 days prior to certification
Social Security Card	30 Hour Certificate (Completed within 1 year of certification)	Clear Drug and Alcohol testing as per US DOT and NYC Admin Code regulations w/ in 60 days prior to certification
Completed OPT Application	Background	Defensive Driving Review w / in 60 days of certification
Three letters of reference attesting to character, work record, and experience		Behind the Wheel w / in 30 days of certification
Final Qualification Letter	Current Abstract Of Official Vehicle Operating Record from NYS DMV	19A Oral / Written w / in 60 days of certification

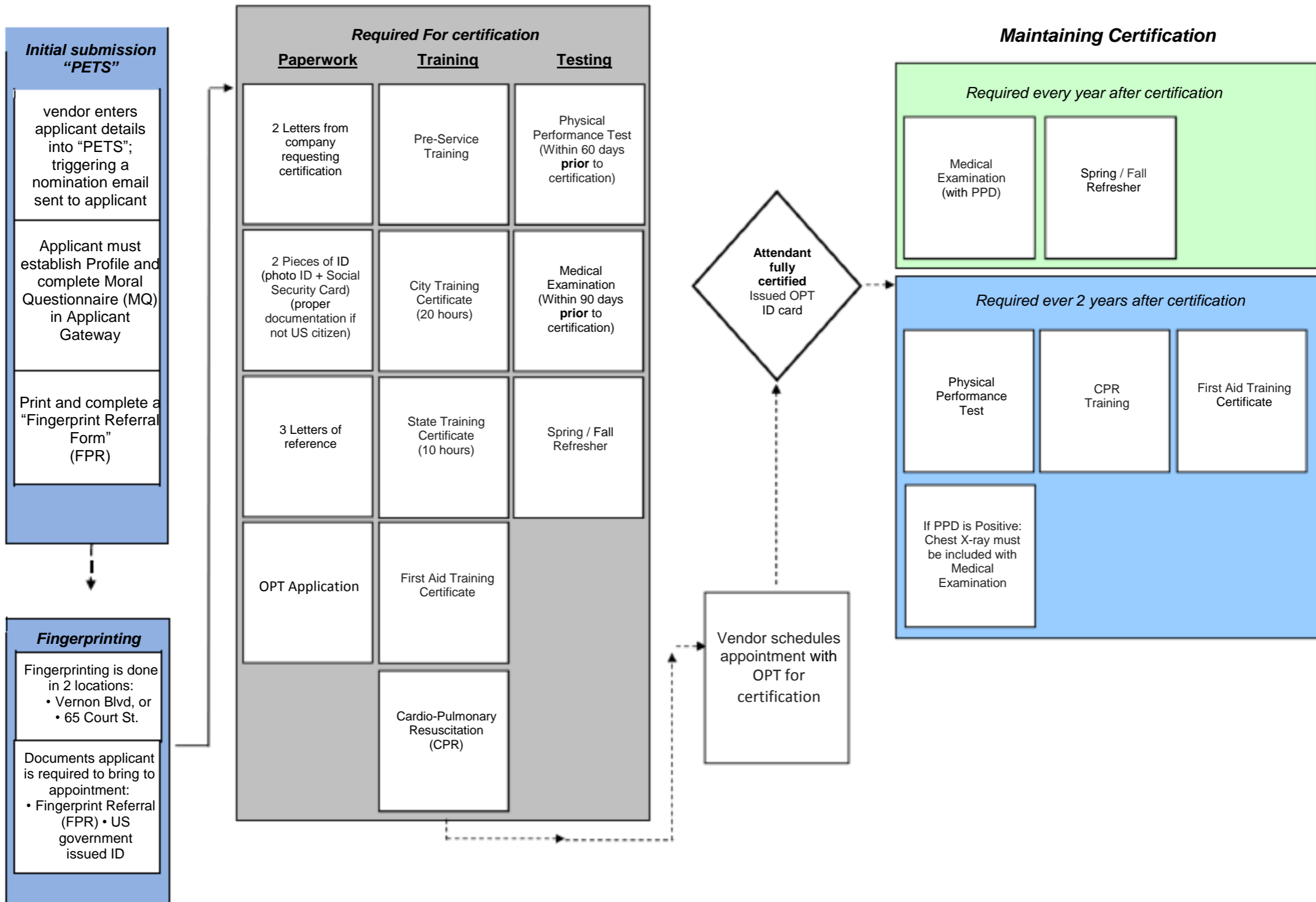
No critical problems found



Maintaining Certification

Required within 60 days of certification		
Testing		
Successful completion of "Article 19-A Biennial Behind the Wheel Road Test"	Successful completion of "Article 19-A Oral/ Written Examination"	Successful completion of "Defensive Driving" course
Required within one year of certification		
Training		
Completion of NYSED / NYCDOE School Bus Driver Basic (Thirty Hour) Training Program		
Required every year after certification		
Training	Background	Testing
Spring and fall School Bus Safety Refresher course (PJ's Law 2hrs)	Current Abstract Of Official Vehicle Operating Record from NYS DMV (Additionally if license is from outside NYS, abstract from respective State is required quarterly)	Medical Examination (with PPD)
		Successful completion of "Defensive Driving" review course
Required every two years after certification		
Testing		
Successful completion of "Article 19-A Biennial Behind the Wheel Road Test"	Successful completion of "Article 19-A Oral/ Written Examination"	Successful completion of a Physical Performance test
If PPD is Positive: Chest X-ray must be included with Medical Examination		

PROCEDURE FOR ATTENDANT CERTIFICATION





OFFICE OF PUPIL TRANSPORTATION
 44-36 Vernon Boulevard, Long Island City, NY 11101
 Telephone: (718) 392-8855
 Fax: (718) 482-3702

NON-CORPORATE AUTHORIZATION

County of _____ State of New York:

_____, being duly sworn, says:

I am the _____ of _____.
 (Officer Title) (Name of Company)

The bearer of this authorization _____, is (Name of
 Bearer)

authorized to pick the Runs.

 (Signature of Owner/Partner)

 (Signature of Authorization Representative)

Subscribed and sworn before me this

_____ day _____ of 2012.

 (Notary Public)



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CORPORATE AUTHORIZATION

County of _____)
State of New York) ss:

_____, being duly sworn, says:

I am the _____ of _____
(Officer Title) (Name of Company or Corp.)

The bearer of this authorization _____, is
(Name of Bearer)
authorized to pick the Runs.

NOTARIZATION

On this _____ day of _____, 2012, before me personally came
_____, to me known, who being by me duly sworn,
did depose _____ and say that he / she resides at
_____; that he / she is the _____ of the
_____, the corporation mentioned in and which executed the foregoing
instrument; that he / she knows the seal of said corporation, that the seal affixed to said instrument is
such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and
that he / she signed his / her name thereto by like order.

Signature of
Corp. Officer Signature of Authorized Rep.

(Notary Public) Date
Affix Corporate Seal Here



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AUTHORIZATION

County of _____)
 State of New York) ss:

_____, being duly sworn, says:

I am the _____
 (Officer Title)

of _____.
 (Name of Company)

The bearer of this authorization _____, is
 (Name of Bearer)

authorized to pick the runs.

 _ Signature of Corporate Officer

 _ Signature of Authorized Representative

Subscribed and sworn before me this _____ day of _____, 2012

 (Notary Public)

If Corporation, notarization is not required, however, affix corporate seal here.

2012 Contracted Vendor Pick of run Order ^[1]

Item	Pick Price (Vehicle + Escort)	Contract Routes June 30th 2012	Additional Routes June 30 th 2012	Total Routes June 30 th 2012
ALL-HL	\$860.71	0	29	29
ALL-RW	\$744.18	0	99	99
BBC-MW	\$667.88	0	6	6
BBC-MW	\$754.84	0	9	9
BBC-MW	\$776.51	0	13	13
BBC-MW	\$847.32	0	6	6
BBC-RW	\$744.18	0	3	3

BBK-HL	\$907.86	1	2	3
BBK-MW	\$601.71	5	15	20
BBK-MW	\$603.11	5	33	38
BBK-MW	\$755.37	10	59	69
BBK-MW	\$787.08	10	62	72
BBK-RW	\$796.97	0	9	9
BBK-RW	\$811.78	3	0	3
BBK-SB	\$907.87	0	7	7
BBX-HL	\$906.44	1	0	1
BBX-MW	\$776.51	6	74	80
BBX-MW	\$845.78	10	1	11
BBX-RW	\$682.63	1	13	14
BBX-SB	\$907.87	0	2	2
BCT-MW	\$754.84	0	5	5
BM -HL	\$747.83	1	11	12
BM -MW	\$666.92	5	24	29
BM -MW	\$739.66	10	124	134
BM -MW	\$793.01	10	165	175
BM -MW	\$813.14	10	17	27
BM -MW	\$847.32	5	0	5
BM -RW	\$744.18	4	22	26
BM -SB	\$907.87	1	0	1
BM -SB	\$907.87	7	0	7
BNC-MW	\$695.43	0	69	69

BNC-MW	\$832.71	0	13	13
BNC-MW	\$892.18	0	5	5
BNC-RW	\$744.18	0	17	17
BNC-RW	\$869.77	0	16	16
BQ -HL	\$907.86	2	0	2
BQ -MW	\$612.75	17	10	27
BQ -MW	\$695.43	5	150	155
BQ -MW	\$733.17	5	32	37
BQ -MW	\$783.57	5	7	12
BQ -MW	\$825.97	10	0	10
BQ -MW	\$832.71	5	0	5
BQ -MW	\$877.17	10	8	18
BQ -RW	\$797.27	2	7	9
BQ -RW	\$815.48	0	2	2
BQ -SB	\$907.87	5	1	6
BRC-MW	\$675.31	1	12	13
BRC-RW	\$744.18	0	1	1
BSC-MW	\$667.88	0	6	6
BSC-MW	\$832.71	0	2	2
BSC-RW	\$744.18	0	1	1
BSI-MW	\$644.63	3	12	15
BSI-RW	\$892.83	2	0	2

BWC-MW	\$682.63	1	95	96
BWC-MW	\$776.51	0	28	28
BWC-MW	\$793.01	0	72	72
BWC-RW	\$815.48	0	22	22
BWC-RW	\$869.77	0	9	9
BWC-SB	\$907.87	0	8	8
WBK-HL	\$724.58	5	9	14
WBK-HL	\$837.26	5	0	5
WBK-HL	\$845.07	10	6	16
WBK-HL	\$845.07	5	0	5
WBK-HL	\$854.04	5	4	9
WBK-HL	\$858.34	5	0	5
WBK-HL	\$955.22	7	0	7

WBK-MW	\$600.59	5	60	65
WBK-MW	\$629.61	5	70	75
WBK-MW	\$661.73	10	20	30
WBK-MW	\$682.64	7	137	144
WBK-MW	\$758.26	16	34	50
WBK-MW	\$759.01	10	19	29
WBK-MW	\$825.97	1	0	1
WBK-RW	\$892.18	0	67	67
WBK-SB	\$754.84	0	16	16
WBK-SB	\$770.35	5	15	20
WBK-SB	\$805.70	5	65	70
WBK-SB	\$820.92	10	0	10
WBK-SB	\$825.06	5	6	11
WBK-SB	\$835.41	10	0	10
WBK-SB	\$837.36	10	104	114
WBK-SB	\$845.07	10	0	10
WBK-SB	\$867.10	5	0	5

WBK-SB	\$870.87	15	0	15
WBK-SB	\$873.19	10	0	10
WBK-SB	\$879.06	5	0	5
WBK-SB	\$907.03	5	0	5
WBK-SB	\$925.69	25	0	25
WBK-SB	\$929.18	25	0	25
WBX-HL	\$859.69	5	4	9
WBX-HL	\$906.44	5	0	5
WBX-HL	\$906.44	4	0	4
WBX-HL	\$934.02	10	0	10
WBX-MW	\$648.43	1	47	48
WBX-MW	\$661.44	5	151	156
WBX-MW	\$667.88	10	8	18
WBX-MW	\$714.93	9	7	16
WBX-MW	\$772.48	5	0	5
WBX-MW	\$782.19	12	15	27
WBX-MW	\$792.11	15	0	15
WBX-MW	\$793.01	0	32	32
WBX-MW	\$813.14	0	2	2
WBX-MW	\$813.56	10	2	12
WBX-MW	\$837.65	0	20	20
WBX-MW	\$845.07	0	8	8
WBX-RW	\$869.77	0	55	55
WBX-SB	\$764.15	5	35	40
WBX-SB	\$792.11	5	24	29
WBX-SB	\$797.49	5	33	38
WBX-SB	\$807.98	10	10	20
WBX-SB	\$870.78	15	0	15
WBX-SB	\$886.77	5	0	5
WBX-SB	\$891.56	10	0	10
WBX-SB	\$907.87	9	99	108
WBX-SB	\$908.29	15	0	15
WBX-SB	\$921.05	10	0	10

WBX-SB	\$922.91	50	0	50
WBX-SB	\$930.19	25	0	25
WM -HL	\$762.09	5	2	7
WM -HL	\$955.22	5	0	5
WM -HL	\$996.29	9	0	9
WM -MW	\$596.51	0	10	10
WM -MW	\$678.74	2	8	10
WM -MW	\$679.75	0	5	5
WM -MW	\$682.64	0	43	43
WM -MW	\$699.28	5	12	17
WM -MW	\$700.39	5	0	5
WM -MW	\$750.38	10	5	15
WM -MW	\$791.83	10	0	10
WM -MW	\$793.01	0	15	15
WM -MW	\$800.16	7	0	7
WM -RW	\$869.77	0	18	18
WM -SB	\$754.84	10	11	21
WM -SB	\$835.95	3	2	5
WM -SB	\$843.78	7	9	16
WM -SB	\$848.30	10	12	22
WM -SB	\$907.87	15	0	15
WM -SB	\$917.66	10	0	10
WM -SB	\$919.89	10	0	10
WM -SB	\$928.39	10	0	10
WQ -HL	\$830.27	5	0	5
WQ -HL	\$845.07	10	2	12
WQ -HL	\$852.67	5	0	5
WQ -HL	\$878.93	5	0	5
WQ -MW	\$550.31	7	0	7
WQ -MW	\$566.37	5	306	311
WQ -MW	\$568.48	5	0	5

WQ -MW	\$571.24	5	0	5
WQ -MW	\$571.75	8	0	8
WQ -MW	\$756.04	11	14	25
WQ -MW	\$759.09	10	0	10
WQ -MW	\$790.99	20	0	20
WQ -MW	\$794.96	20	3	23
WQ -MW	\$794.96	21	0	21
WQ -MW	\$796.97	12	5	17
WQ -MW	\$820.69	15	0	15
WQ -MW	\$838.70	3	0	3
WQ -RW	\$796.97	9	6	15
WQ -RW	\$815.48	10	22	32
WQ -RW	\$869.77	10	14	24
WQ -RW	\$892.18	0	3	3
WQ -SB	\$596.51	1	25	26
WQ -SB	\$611.98	2	37	39
WQ -SB	\$679.75	2	14	16
WQ -SB	\$745.99	10	31	41
WQ -SB	\$791.86	5	11	16
WQ -SB	\$799.98	5	3	8
WQ -SB	\$829.04	5	0	5
WQ -SB	\$839.32	10	4	14
WQ -SB	\$839.87	5	0	5
WQ -SB	\$840.55	10	0	10
WQ -SB	\$859.61	10	0	10
WQ -SB	\$864.24	10	0	10
WQ -SB	\$868.45	10	0	10
WQ -SB	\$879.91	5	0	5
WQ -SB	\$917.52	15	0	15
WQ -SB	\$918.69	5	0	5
WQ -SB	\$921.49	25	0	25
WQ -SB	\$921.49	5	0	5
WQ -SB	\$940.36	5	0	5
WSI-HL	\$996.29	2	1	3
WSI-MW	\$716.07	5	107	112

WSI-MW	\$800.46	23	41	64
WSI-MW	\$837.65	3	4	7
WSI-RW	\$837.65	5	6	11
WSI-RW	\$869.77	2	20	22
WSI-SB	\$930.19	25	20	45
WSI-SB	\$970.09	6	10	16
WSI-SB	\$970.09	15	5	20

[1] Note that the Pick Order set forth on the chart above is as of August 24, 2012, and was in effect for the 2012-13 School Year. The prices listed and the relative Pick Order set forth herein are subject to change for each School Year. Some of the contracts included in the items on the chart above will expire on June 30, 2014 and some on June 30, 2015.

Office of Pupil Transportation Bus Physical Inspection Standards

Except where indicated, these standards apply to all buses for which OPT has contracted. When buses are inspected in the morning, before their initial trip, the results of infractions are indicated in the column labeled "Result of Pre-Trip AM Infraction." When buses are inspected at other times, the results of infractions are indicated in the column labeled "Result of Infractions at Other Times." When buses are inspected during the day (whether after their return from morning or afternoon duty, at school or field trip sites, at OPT, or elsewhere, the vendor is NOT permitted to inspect the bus before the OPT inspector -- the bus is to be presented in the condition it is in for arrival at the inspection.

In some cases these standards require the subjective interpretation of OPT's field inspector. In the view of the Department of Education, field inspectors are trained, experienced professionals and their judgment shall be definitive in the absence of evidence to the contrary.

Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
Exterior Inspection			
Bus Registration/ Inspection/Insurance	The Inspector visually reviews the inspection sticker attached onto the windshield. If it is dark outside, they will use a flashlight. They can view the sticker from either inside or outside of the bus.		
DOT Registration sticker is missing, has expired or is unreadable or does not match the physical vehicle.	OPT will issue a violation and pull a bus if the registration sticker is illegible or unreadable. In addition, the Registration sticker must match OPT's records regarding that specific vehicle including company name, bus#, license plate#, vehicle type and vehicle year.	Pull bus & Issue violation	Pull bus & Issue violation
Registration card is not available	Registration card should be presented by the bus driver at the time of the inspection.	Issue violation	Issue violation
Insurance card is not available	Insurance card should be presented by the bus driver at the time of the inspection.	Issue violation	Issue violation
DOT Inspection sticker is missing, has expired or is unreadable	OPT will issue a violation and pull a bus if the inspection sticker is illegible. Paperwork produced as back-up does not verify that this exact physical bus was DOT approved and that there has been no subsequent action since the original inspection.	Pull bus & Issue violation	Pull bus & Issue violation
All Lighting			
Any combination of more than one light out at the same time	Includes tail lights, brake lights, red and yellow flashing lights but NOT directional signals, marker lights and headlights (see separate applicable standards).	Pull bus & Issue violation	Pull bus & Issue violation
Headlights			
One or both fail to function	Inspector verbally and/or through physical motioning instructs the driver to turn on the headlights for visual review.	Pull bus & Issue violation	Pull bus & Issue violation
One cracked lens or other variation from norm/damage to the light housing that could cause light failure during the run.		Issue violation	Issue violation
More than one cracked lenses or other variation from norm/damage to multiple light housings that could cause light failure during the run.		Issue violation	Issue violation
Tail lights			
One tail light fails to function on a bus that has a total of 2 tail lights (1 on the rear right and 1 on the rear left of the bus)	Inspector verbally and/or through physical motioning instructs the driver to turn on the tail lights for visual review.	Issue violation and pull bus	No violation/No action
Both tail lights fail to function on a bus that has a total of 2 tail lights (1 on the rear right and 1 on the rear left of the bus)		Issue violation and pull bus	Issue violation and pull bus

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Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
One tail light fails to function on a bus that has a total of four tail lights (2 on the rear right and 2 on the rear left of the bus)		Issue violation	No violation/No action
Two tail lights are out on a bus that has a total of four tail lights-either both right rear are out or both left rear are out leaving only one side of the bus with operational tail lights		Issue violation and pull bus	Issue violation and pull bus
Two tail lights are out on a bus that has a total of four tail lights-one on the right rear and one on the left rear leaving one on each side still operational		Issue violation	Issue violation
One cracked lens or other variation from norm/damage to the light housing that could cause light failure during the run.		Issue violation	No violation/No action
More than one cracked lenses or other variation from norm/damage to multiple light housings that could cause light failure during the run.		Issue violation	Issue violation
Red Flashing lights	Inspector verbally and/or through physical motioning instructs the driver to turn on the flashing lights for visual review.		
1 flashing red light is not working		Issue violation	No violation/No action
More than 1 flashing red light is not working		Pull bus & Issue violation	Pull bus & Issue violation
One Flasher on the stop arm are not working		Issue violation	No violation/No action
More than one flasher on the stop arm is not working		Issue violation	Issue violation
Damage to light housing on 1 light that could cause light failure on run		Issue violation	No violation/No action
Damage to more than 1 light housing that could cause light failure on run		Issue violation	Issue violation
Yellow Flashing Lights	Inspector verbally and/or through physical motioning instructs the driver to turn on the flashing lights for visual review.		
1 flashing yellow light is not working		Issue violation	No violation/No action
More than 1 flashing yellow light is not working		Pull bus & Issue violation	Pull bus & Issue violation
Damage to light housing on 1 light that could cause light failure on run		Issue violation	No violation/No action
Damage to more than 1 light housing that could cause light failure on run		Issue violation	Issue violation

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Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
Marker lights	Inspector verbally and/or through physical motioning instructs the driver to turn on the marker lights for visual review.		
1 marker light not working		Issue violation	No violation/No action
More than 1 marker light not working		Issue violation	Issue violation
50 % or more of the marker lights are not working		Pull bus & Issue violation	Pull bus & Issue violation
Brake lights	Inspector verbally and/or through physical motioning instructs the driver to operate the brake lights for visual review.		
One brake light fails to function on a bus that has a total of two brake lights (1 on the rear right and 1 on the rear left of the bus)		Pull bus & Issue violation	No violation/No action
Both brake lights fail to function on a bus that has a total of two brake lights (1 on the rear right and 1 on the rear left of the bus)		Pull bus & Issue violation	Pull bus & Issue violation
one brake light fails to function on a bus that has a total of four brake lights (2 on the rear right and 2 on the rear left of the bus)		Issue violation	No violation/No action
Two brake lights are out on a bus that has a total of four brake lights-either both right rear are out or both left rear are out leaving only one side of the bus with operational brake lights		Pull bus & Issue violation	Pull bus & Issue violation
Two brake lights are out on a bus that has a total of four brake lights-one on the right rear and one on the left rear are out leaving one on each side still operational		Issue violation	Issue violation
Directional Signals	Inspector verbally and/or through physical motioning instructs the driver to turn on the directional signals lights for visual review. Lights should be fully functional (illuminate when blinking only).		
1 or more directional signals are not working		Pull bus & Issue violation	Pull bus & Issue violation
Damage to light housing on 1 light that could cause light failure on run		Issue violation	Issue violation
Damage to light housing on more than 1 light that could cause light failure on run		Issue violation	Issue violation
Stop arm	Inspector verbally and/or through physical motioning instructs the driver to extend the stop arm in order to confirm proper function.		
Arm fails to function		Issue violation	Issue violation
Damage to arm that could cause it, or its lighting, to fail on run		Issue violation	No violation/No action

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Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
Company information	Inspector visually reviews the company name printed on the bus, the bus number printed on the bus, the route number attached to the bus, and the front and rear license plates during the course of their inspection.		
Bus has no name or a name not associated with OPT printed on the side		Pull bus & Issue violation	Pull bus & Issue violation
Bus company has affiliate name printed on the side of the bus (with permission)		no action	no action
Bus company has affiliate name printed on the side of the bus (without permission)		Issue violation	Issue violation
Bus company has name of company that is not affiliated with operator of the bus printed on the side		Pull bus & Issue violation	Pull bus & Issue violation
No bus # printed on the bus		Issue violation	Issue violation
Route number not clearly visible on both the driver and passenger sides of the bus and, in the case of General Education buses, both morning and afternoon route numbers not clearly shown	Inspector will look to see that the route is clear and legible from the outside of the bus	Issue violation	Issue violation
License Plate			
Front or rear license plate is missing or is not clear and easy to read		Issue violation	Issue violation
Both front and rear license plates are missing or are not clear and easy to read		Pull bus & Issue violation	Pull bus & Issue violation
Child sleeping sign	Inspector visually observes the bus during the inspection.		
Not appropriately displayed in the window while the bus is empty of its students		Issue violation	Issue violation
Is displayed in the window while children are still riding on the bus		Issue violation	Issue violation
There is no sign on board the bus at all		Issue violation	Issue violation
Tires	Inspector visually observes each tire for tread as they perform the exterior inspection.		
Tire treads are less than 4/32nds (1/8th) of an inch deep on any part of any of the bus's tires		Pull bus & Issue violation	Pull bus & Issue violation
Horn	Inspector verbally and/or through physical motioning requests that the driver beep the horn		
Horn does not work		Pull bus & Issue violation	Pull bus & Issue violation
Cleanliness			

Office of Pupil Transportation Bus Physical Inspection Standards

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Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
Exterior not clean	Inspector observes the outside of the bus for noticeably dirty condition, graffiti, stains, or dirty windows.	Issue violation	No violation/No action
Bus Structure	Inspector visually observes the bus during the inspection.		
Damage to exterior or interior of the bus	Inspector should identify in their comments what the damage is: examples of damage to the bus structure include rust conditions, missing, loose or broken panels, bumpers or moldings.	Issue violation	Issue violation
Interior Inspection Items			
Air Conditioning	Inspector physically inspects the AC vents on the bus for cold air.		
AC not working in vehicle with mandated AC	AC will only be inspected between May 1 and September 30.	Pull bus & Issue violation	Pull bus & Issue violation
Heat	Inspector physically inspects the heat vents on the bus for warm air.		
Heater not working	Heat will only be tested between October 1 and April 30.	Pull bus & Issue violation	Pull bus & Issue violation
Emergency and Safety Items			
Fire extinguisher missing, not full, not properly mounted or not code	Vendors will not be given the opportunity to replace missing or not-charged fire extinguishers once the bus has been presented for inspection. The fire extinguisher(s) must be mounted in an automotive bracket located in the driver's compartment in full view and easily accessible. The fire extinguisher must be of approved type as outlined in the contract.	Pull bus & Issue violation	Pull bus & Issue violation
radio not working Contract allows for a fully operational communication device (cell phone or 2 way radio) with a mounting bracket or casing which holds the device securely in place.	Drivers will be given the opportunity to move vehicles based on the inspection site and inspector's judgment. Driver has a working cell phone and indicates he will use it in place of the non-working radio (or communication device)	Issue violation	Issue violation
radio not working Contract allows for a fully operational communication device (cell phone or 2 way radio) with a mounting bracket or casing which holds the device securely in place.	Drivers will be given the opportunity to move vehicles based on the inspection site and inspector's judgment. Driver has no cell phone and a non-working radio or communication device	Pull bus & Issue violation	Pull bus & Issue violation
First Aid Kit incomplete or missing	Inspector visually scans the first aid kit for completeness. If the kit looks partially empty, inspectors will count each item.	Issue violation	Issue violation
Regulation seat belt cutter missing or inaccessible	Letter openers and other non-regulation items do not qualify. The seatbelt cutter must be visible and within reach of the seated driver at all times.	Issue violation	Issue violation
Flashlight missing or not working	Inspector will check to see if the flashlight is functioning and has operating batteries	Issue violation	Issue violation
Fire blanket missing on any school- age bus		Issue violation	Issue violation

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Sanitation kit	Inspector visually scans the sanitation/body fluid kit for completeness. If the kit looks partially empty, they will count each item.	Issue violation	Issue violation
Windshield Wipers	Driver will turn on windshield wipers		
Are wipers operational	Violations will be issued and buses pulled regardless of the season, time or weather for non working windshield wipers.	Pull bus & Issue violation	Pull bus & Issue violation
Mirror (Can inspect from inside or outside the bus)			
At least 1 four-inch crack in mirror glass		Pull bus & Issue violation	Pull bus & Issue violation
2 or more cracks on DIFFERENT mirrors that are shorter than 4 inches		Issue violation	Issue violation
2 or more cracks on the SAME mirror that are shorter than 4 inches		Issue violation	Issue violation
One or more chips without jagged or sharp edges in any glass on any mirror		Issue violation	Issue violation
One or more chips with sharp or jagged edges in any glass on any mirror		Issue violation	Issue violation
Window (Can inspect from inside or outside the bus)			
At least 1 four-inch crack in any window glass		Pull bus & Issue violation	Pull bus & Issue violation
2 or more cracks on DIFFERENT windows that are shorter than 4 inches		Issue violation	Issue violation
2 or more cracks on the SAME window that are shorter than 4 inches		Pull bus & Issue violation	Pull bus & Issue violation
One or more chips without jagged or sharp edges in any glass on any window		Issue violation	Issue violation
One or more chips with sharp or jagged edges in any glass on any window		Pull bus & Issue violation	Pull bus & Issue violation
Seatbelt			
1 or more seatbelts missing		Issue violation	Issue violation
Seat			
Tears in the seat are not taped	Inspector observes to see if tears have been appropriately covered with tape. Any separation in the seat covering will be considered a tear. In the case of puncture holes made by pens or similar instruments, a violation for a tear will only be issued if there are 4 or more such holes in more than one seat.	Issue violation	Issue violation
More than 50 % of seat taped	More than 50% of any seat is covered in tape	Issue violation	Issue violation
The absence of cushioning on seat backs or seat bench	The back or bench of any seat has no cushioning so that when you touch the area you can feel the bars inside of the seat	Issue violation	Issue violation

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The absence of any car/booster seat (Pre-K only) or observance of any child not properly placed in required seat.	DOE approved car and/or booster seats must be provided for each child under 5 yrs old. Each child must be properly fastened as required in the booster and/or car seat.	Issue violation and the bus cannot proceed until appropriate seats have been provided.	Issue violation and the bus cannot proceed until appropriate seats have been provided.
Bench seat is not securely attached to the bench frame (1 screw missing)	Inspector checks for looseness while walking up the aisle in one of two ways: placing finger tips under bench seat or by pushing the bench seat with their knee. If it is loose, they attempt to lift the bench seat. At that time, if they can lift it, it will be apparent which screws/latches are missing. There are either three or four total depending on the make of the bus.	Issue violation	Issue violation
Bench seat is not securely attached to the bench frame (more than 1 screw missing)	More than 1 screw is missing on at least 1 seat	Pull bus & Issue violation	Pull bus & Issue violation
Bench frame is not securely fastened to the bus (one or more screws missing)	Inspector visually observes the seats to see if they are securely fastened to the floor of the bus.	Pull bus & Issue violation	Pull bus & Issue violation
Emergency buzzers			
1 or more window buzzers not working	Inspector is required to test every window buzzer during every inspection.	Issue violation	Issue violation
1 or more door buzzers not working	Inspector is required to test each door buzzer during every inspection.	Pull bus & Issue violation	Pull bus & Issue violation
Cleanliness			
Interior not clean	Inspector observes the inside of the bus for more than 2 pieces of paper on the floor, noticeably dirty floors or dirty windows.	Issue violation	No violation/No action
Graffiti on the interior walls or seats	Graffiti on the inside of the bus that, in the opinion of the inspector, is pervasive or offensive enough to not provide a clean and hospitable environment for the transportation of children.	Issue violation	No violation/No action
Strong or noxious odor	Inspector is presented with a strong odor of fumes or any type of unpleasant or unbearable smell.	Pull bus & Issue violation	Pull bus & Issue violation
Driver and Escort Inspection Items			
School Bus Driver			
Driver not certified	Inspector will check the driver's license, DOE ID Card, and observe the driver's appearance. In the event a driver's license and OPT ID are stolen, the driver must carry another form of photo ID and a police report documenting the theft. Drivers have 30 days to replace lost licenses and ID. A photocopy of an OPT ID card is not acceptable to carry in place of the original OPT ID Card.	pull driver & Issue violation	pull driver & Issue violation

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Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
Driver is certified and has a photo ID but does not have either a DOE ID card, a passport photo with an OPT stamp (which serves as an OPT temporary ID card), or a police report showing that the driver's DOE ID was stolen within the past 30 days.		Issue violation	Issue violation
Driver does not have appropriate license type	Inspector reviews for appropriate endorsement PS =Standard bus; P= Mini bus; NPS= No restrictions	pull driver & Issue violation	pull driver & Issue violation
Driver is appropriately licensed and has a photo ID but does not have either the physical drivers' license or a police report showing that the drivers' license was stolen within the past 30 days.	Licensure is determined by the inspector calling OPT	Issue violation	Issue violation
Driver is not in full uniform	Contractual requirement is for vehicle driver to wear clean attire, and visibly display an identification badge with the required information.	Issue violation	Issue violation
Driver can not communicate in English	Inspector is unable to communicate with the driver or driver is relying on escort to translate	Issue violation & refer driver to Investigations	Issue violation & refer driver to Investigations
Driver is not cooperative with inspector		Issue violation & refer driver to Investigations	Issue violation & refer driver to Investigations
School Bus Escort	Inspector will check the escort's DOE ID Card and observe the escort's appearance. A photocopy of an OPT ID card is not acceptable to carry in place of the original OPT ID Card. Same inspection procedure applies to each escort in instances where there are multiple escorts on board the bus.		
Escort not certified	If the escort does not have an OPT ID Card the inspector will contact OPT to check the escort's certification status	pull escort & Issue violation	pull escort & Issue violation
Escort is certified and has a photo ID but does not have either a DOE ID card, a passport photo with an OPT stamp (which serves as an OPT temporary ID card), or a police report showing that the driver's DOE ID was stolen within the past 30 days.		Issue violation	Issue violation
Escort is not in full uniform	Contractual requirement is for vehicle attendant to wear clean attire, and visibly display an identification badge with the required information.	Issue violation	Issue violation
Escort can not communicate in English	Inspector is unable to communicate with the escort or escort is relying on driver to translate	Issue violation & refer escort to Investigations	Issue violation & refer escort to Investigations

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Item	Inspection Method	Result of Pre-Trip AM Infraction	Result of Infractions at Other Times
Escort is not cooperative with inspector		Issue violation & refer escort to Investigations	Issue violation & refer escort to Investigations

Misconduct	Aggravation/ Mitigation	Punishment	Additional Requirements
Driver operates vehicle in an unsafe manner as observed by OPT investigators, inspectors or police officers	1 st offense	5 days - Decertification	Retraining
	2 nd offense	30 days -Decertification	Retraining
	3 rd offense	Decertification	
Driver or Attendant abandons bus	1 st offense	Decertification	
Special Education driver exits the bus, attendant remains on the bus, but motor is running and students are on board	1 st offense	90-180 days	Retraining
	2 nd offense	Decertification	
Special Education Attendant exits the bus not at a bus stop while students are on board	1 st offense	-90 days – may include oral or written reprimand	Retraining
	2 nd offense	90 days - Decertification	Retraining
	3 rd offense	Decertification	
Special Education Driver and Attendant leave student unattended on vehicle, at residence, at school or at an unauthorized stop	1 st offense	180 days	Retraining NYPD complaint/arrest
	2 nd offense	Decertification	NYPD complaint/arrest

Misconduct	Aggravation/ Mitigation	Punishment	Additional Requirements
Special Education Driver/Attendant drops student off with unauthorized person who is known to the child and parents	1 st offense	30 days	Retraining
	2 nd offense	30-180 days	Retraining
	3 rd offense	Decertification	
General Education Driver leaves students on bus	1 st offense	180 days	NYPD complaint/arrest
	2 nd offense	Decertification	NYPD complaint/arrest
General Education Driver leaves students at a school that is closed or an unauthorized stop	1 st offense	0-180 days—may include oral or written reprimand	
	2 nd offense	30 days - Decertification	
	3 rd offense	Decertification	
Driver fails to pick up student	1 st offense	0-5 days –may include oral or written reprimand	Retraining
	2 nd offense	5-30 days	Retraining
	3 rd offense	Decertification	
Driver intentionally lies to parents/company in order to avoid pick up	1 st offense	90-180 days	Retraining
	2 nd offense	Decertification	

Misconduct	Aggravation/ Mitigation		Punishment	Additional Requirements
Regular Driver loses way (Regular Driver as opposed to a substitute driver who is not required to be familiar with the bus route)		1 st offense	5-30 days	Retraining
		2 nd offense	30-180 days	Retraining
		3 rd offense	Decertification	
Driver/ Attendant allows unauthorized person to board vehicle		1 st offense	0-30 days – may include oral or written reprimand	Retraining
		2 nd offense	30-180 days	Retraining
		3 rd offense	Decertification	
Driver/ Attendant takes student to his/her home		1 st offense	Decertification	
Driver/ Attendant shows inappropriate material to students	Sexually explicit material		Decertification	
	Other non-sexually explicit material	1 st offense	30-90 days	Retraining
		2 nd offense	90-180 days	Retraining
		3 rd offense	Decertification	
Driver/ Attendant makes inappropriate comments	Sexual in nature		Decertification	
	Non-sexual/use of abusive language	1 st offense	0-5 days – may include oral or written reprimand	Retraining
		2 nd offense	5-30 days	Retraining
		3 rd offense	30 days to decertification	Retraining
Driver/ Attendant strikes a student			Decertification	
Driver/ Attendant uses excessive force		1 st offense	0-30 days – may include oral or written reprimand	Retraining
		2 nd offense	30-180 days	Retraining
		3 rd offense	Decertification	Retraining

Misconduct	Aggravation/ Mitigation	Punishment	Additional Requirements
Driver/ Attendant fails to assist student who is being harassed or assaulted on the bus	1 st offense	0-30 days – may include oral or written reprimand	Retraining
	2 nd offense	30-180 days	Retraining
	3 rd offense	Decertification	
Driver is tested on duty and has drugs or alcohol in her/his system (any concentration)		Decertification	
Attendant is tested on duty and has drugs in her/his system (any concentration)		Decertification	
Attendant is tested on duty and has alcohol in her/his blood (any concentration)		Decertification	
Driver is arrested for DWI while on duty		Decertification	
Driver is arrested for DWI while not on duty	1 st offense	Suspension; after disposition from court OPT will follow state DMV's ruling on decertification	
	2 nd offense	Decertification	
Attendant is arrested for DWI while not on duty	1 st offense	Because OPI is notified of arrests of attendants, OPT will follow OPI's ruling	
	2 nd offense	Decertification	

Misconduct	Aggravation/ Mitigation		Punishment	Additional Requirements
Driver/ Attendant Arrested			If in the Investigator's opinion the charge is serious enough - suspended pending outcome of the case	
Driver/ Attendant Convicted	On duty		0 days –Decertification depending on the crime	
Driver/Attendant fails to make proper notifications to OPT	Knows of pupil on pupil sexual misconduct on bus	1 st offense	30-180 days	Retraining
		2 nd offense	180 days Decertification	Retraining
		3 rd offense		
	Knows of student altercations or other non- sexual misconduct	1 st offense	0-30 days - may include oral or written reprimand	Retraining
		2 nd offense	30-180 days	Retraining
		3 rd offense	Decertification	
Violations of OPT Rules and Procedures		1 st offense	0-30 days - may include oral or written reprimand	Retraining
		2 nd offense	90-180 days	Retraining
		3 rd offense	180 days- decertification	Retraining
		4 rd offense	Decertification	If within 18 months or fewer
Driver/Attendant cannot communicate in English			Suspension pending demonstration of adequate English communication skills	

Accessibility Report

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Summary

The checker found no problems in this document.

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