

**Operational Services**

**Administrative Procedure-Post-Trip Inspection and Erratic Driving Reports**

**Bus/Vehicle Post-Trip Inspection**

All school bus drivers, whether employed by the School District or private sector school bus company, shall perform a visual sweep for sleeping children at the end of a route, work shift or workday by: (1) activating interior lights of the school bus to assist the driver in searching in and under each seat, and (2) walking to the rear of the school bus/vehicle checking in and under each seat.

If a mechanical post-trip inspection reminder system is installed, the driver shall comply with the requirements of that system.

**Erratic Driving Reports**

Each school bus shall display a sign at the rear, with letters and numerals readily visible and readable, indicating the district's telephone number for the purpose of reporting a school bus driver's erratic driving.

Reports of erratic school bus driving shall be accepted in the following manner:

1. Calls to report erratic driving shall be directed to the Superintendent or designee.
2. The Superintendent or designee shall conduct an internal investigation of the events that led to each complaint.
3. The Superintendent or designee shall inform the complaining party of the results of the investigation and the action, if any, taken to remedy the situation.

ADMIN. PROC.: 4:110-AP2 (Post-Trip Inspection and Erratic Driving Reports),  
6:140-AP (Education of Homeless Children)

ADOPTED: December 17, 2007