

More information available from:

KDE Pupil Transportation Section: 502-564-5279 (General number)

[Pupil Transportation KDE Web site](#)[SEEK Transportation Funding and Forms](#)

August	Bus Evacuation #1-first full week of school August 1 – Bus Incident Reports due for prior fiscal year
September	Sept 1 – Oct 30 – Download and update bus inventory for depreciation
October	Oct. 1 – Contact KISTA if buses are to be financed Oct. 1 – 15 – Order buses for May 15th deliveries. Download purchase packet agreement from KDE Web site, obtain local board approvals, inform KDE October 30 – Bus inventory due
November	Nov. 1 – Transportation Growth Factor Adjustment Form Due
December	Dec. 30th – Download and check school bus inventory from KDE Web site to ensure what the district has matches what KDE has
January	Bus Evacuation #3 – first full week of school after winter break
March/April	First new Driver Trainer Instructor workshop - Spring Break
May	May 31- Kentucky School for the Deaf & Blind Daily Form Due May 31-Kentucky School for the Deaf & Blind Resident Form Due
June	Pupil Transportation Summer Training Conferences: Kentucky Association of Pupil Transportation (KAPT) Student Transportation Association of Kentucky (STAK) Inspectors attend required 4 hour update training June 30 - Transportation End of Year Form Due June 30-Vocational Transportation Mileage Form Due
July	July 8 – Certification of Transportation Mileage Due
As Needed	CDL Annual Physical - Prior to expiration send to KY Transportation Cabinet Update medical and license Information in Bus Driver database Add bus incidents <i>as they occur</i> to online database
School Year	School Bus Safety Training- throughout the school year for all grades
Summer	Bus Driver 8 Hour Update – After last day of School and before 1 st day back
First Semester	Bus evacuation #2- before the end of semester
Second Semester	Bus evacuation #4-second semester before the end of school
Seasonal Events for Driver Trainers	New Driver Trainer Instructor workshops- spring break and summer 6 Hour Updates for returning Driver Trainers
New Drivers	Driver Review 1 – within 5 days of completion of core curriculum instruction Driver Review 2 – 20-30 days after Driver Review 1 Driver Review 2 – 3-6 months after Driver Review 2
For All Drivers	Physicals - Year Round 8 Hour Updates – Summer break