

Pupil Transportation Information Sheet

03/31/2020

1. **Is it essential to do inspections?**

KDE has provided guidelines for districts who do not have staff in the garages. In order to maintain social distancing, and depending on the size of your garage, 1 or 2 people may be allowed in a garage without issue. This is going to be a district by district decision. Anytime an employee finishes with a bus, extra precautions should be made to wipe down the inside of the buses and doors where they were touched. If more than one person is in the garage (while maintaining social distancing), it is essential they do not work together and maintain the suggested 6 feet away from each other.

If you are able to have one person inspect the buses, they can write up work orders for work to be completed on any of the buses. The “A” inspection is just that, an inspection. No work has to be done immediately. This will allow them to deadline any bus that might have safety issues.

2. **What does that look like for us as we approach the end of the fiscal year?**

We can't predict what it will like going forward. If you will be utilizing buses in the near term for things such as food delivery, it is best to use the most recently inspected buses. As always, maintain safety as your top priority.

Previously Answered Questions

Funding and Reports

3. **How will districts get funded if they are not transporting students or meals?**

Under current statute, the SEEK transportation formula provides funding for transporting students to and from school. The calculation uses a significant amount of data to determine a school district's transportation funding which includes, but is not limited to, net square miles served, transportation codes for each student transported, gross amount spent transporting, bus purchases and bus depreciation. As it currently stands, the formula is not reimbursement based and non-student transportation expenditures would not be included in determining a school district's SEEK transportation funding.

4. **How are end-of-year reports under the current circumstances going to be done and how COVID-19 effected it?**

As soon as information is received and KDE determines how reporting will be done, we will provide it to districts.

FMCSA and DOT Requirements

5. **What does the Governors 90 day extension on drivers licenses mean?**

The Kentucky Transportation Cabinet (KYTC) will be extending any CDL licenses and medical certificates that expired as of 3/13/2020 or after for 90 days. Any expired CDL or medical certificate prior to 3/13/2020 must have an updated medical exam. All updated information will need to be sent to KYTC via the normal process.

KDE and KYTC will be working together to update the data in both the Driver Database and the KYTC database. Please do not change the dates in the Driver Database, unless it is for a driver from another state and you have verified they have received an extension.

Each driver who receives an extension will receive a letter in the mail from KYTC with additional instructions. If drivers do not have an up to date address with the cabinet they will not receive vital information they need to move forward. Any driver whose license or exam expired prior to 3/13/2020 cannot drive a school bus. If any district has out of state drivers, they must comply with the requirements of those states.

6. What if I have a candidate that needs to take their CDL exam?

All CDL exams provided by school districts have been canceled. All third party examiners have canceled their appointments. KDE will notify examiners and districts when they are able to re-start exams.

If a person that has passed a portion of the test and needs to go back, they will be able to do so when exams resume.

If a person whose CDL permit will be expiring during the shutdown, they will be able to take the tests when exams resume.

7. Is there any regulatory flexibility being provided to the requirements relating to drug and alcohol testing for commercial drivers?

Please see the [FMCSA website guidance](#).

Meal Service

8. Is there a chance we can claim the bus routes we are running to serve children breakfast and lunch as student transportation days/reimbursement? This would only apply to NTI days.

Bus usage for delivering meals is acceptable. Paying for drivers or fuel is an allowable cost for the Summer Food Service Program and the Seamless Summer Option.

The SFSP or SSO programs will not receive any additional reimbursement other than the amount of meals served multiplied by the rates set by the USDA. However, food service (Fund 51) may reimburse the transportation department (General Fund) for delivery related expenses from the reimbursement they receive for meals. District Transportation Departments are encouraged to work with their Food Service Department to discuss what documentation should be maintained for this purpose.

Be safe and remember to keep social distancing and clean thoroughly after each bus use.

9. **When delivering meals, should drivers use their 8-ways?** Drivers should use their hazards and not deploy the 8-way warning lights as they are not loading and unloading students.

Training

10. **My driver is supposed to attend the driver trainer class in April, what do we do now?**

The driver trainer class for April has been canceled. KDE has requested they choose a June or July class.

11. **Inspector Instructors typically receive their four hour update in April, has that class been canceled?**

The four hour update for school bus inspectors has been canceled. They will receive their update during the summer.

12. **What can we do for our drivers and trainers on NTI days?**

The new draft of the driver trainer manual was sent out. It is also available on SharePoint for directors and driver trainers to download and provide to drivers. Current drivers can be assigned chapters and tests. Driver trainers can update their training materials.

Driver evaluations that may be due can be done by reviewing bus videos. If you choose to get on the bus with a driver one-on-one to do an evaluation while schools are closed, remember social distancing and to clean surfaces after each use.

[NHTSA in-service training](#) can be assigned.

Training is being added to each of the areas of SharePoint daily. Please see the announcements section of the site to see what's been added.

Q'Straint has provided free training, Securement 101: Basic Wheelchair Securement Training, through April 30th. Directors or trainers can register at <https://training.qstraint.com/free-access-event/>. You will get a code.

13. **What can we do for inspectors and trainers NTI days?**

If inspectors and technicians are working in the garages to inspect and/or repair buses, please utilize social distancing. They should not be working directly next to each other.

Annual parts inventory can be completed.

Read the specifications manual. We have found that many technicians are not aware of changes made over the last couple of years.

Read the new inspectors manual which is available on the Pupil Transportation SharePoint site. If you have a technician that will be upgrading to an inspector, they will need to know and understand this manual.

School bus vendors have online training available. Find some areas technicians and inspectors can expand their knowledge. Reach out to the vendors to get their recommendations.

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Other Scheduled Items

14. My district was scheduled for a review, when will this be done?

KDE will not conduct district reviews until further notice. It is a good opportunity to ensure training and bus files are up to date.

15. Are we still participating in the illegal passing survey that was scheduled in April?

The April 22, 2020 illegal passing survey has been canceled.