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MANUAL ON RECEIVED

PUPIL TRANSPORTATION

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Published by Order of the

STATE BOARD OF EDUCATION

JOHN W. BROOKER

Superintendent of Public Instruction

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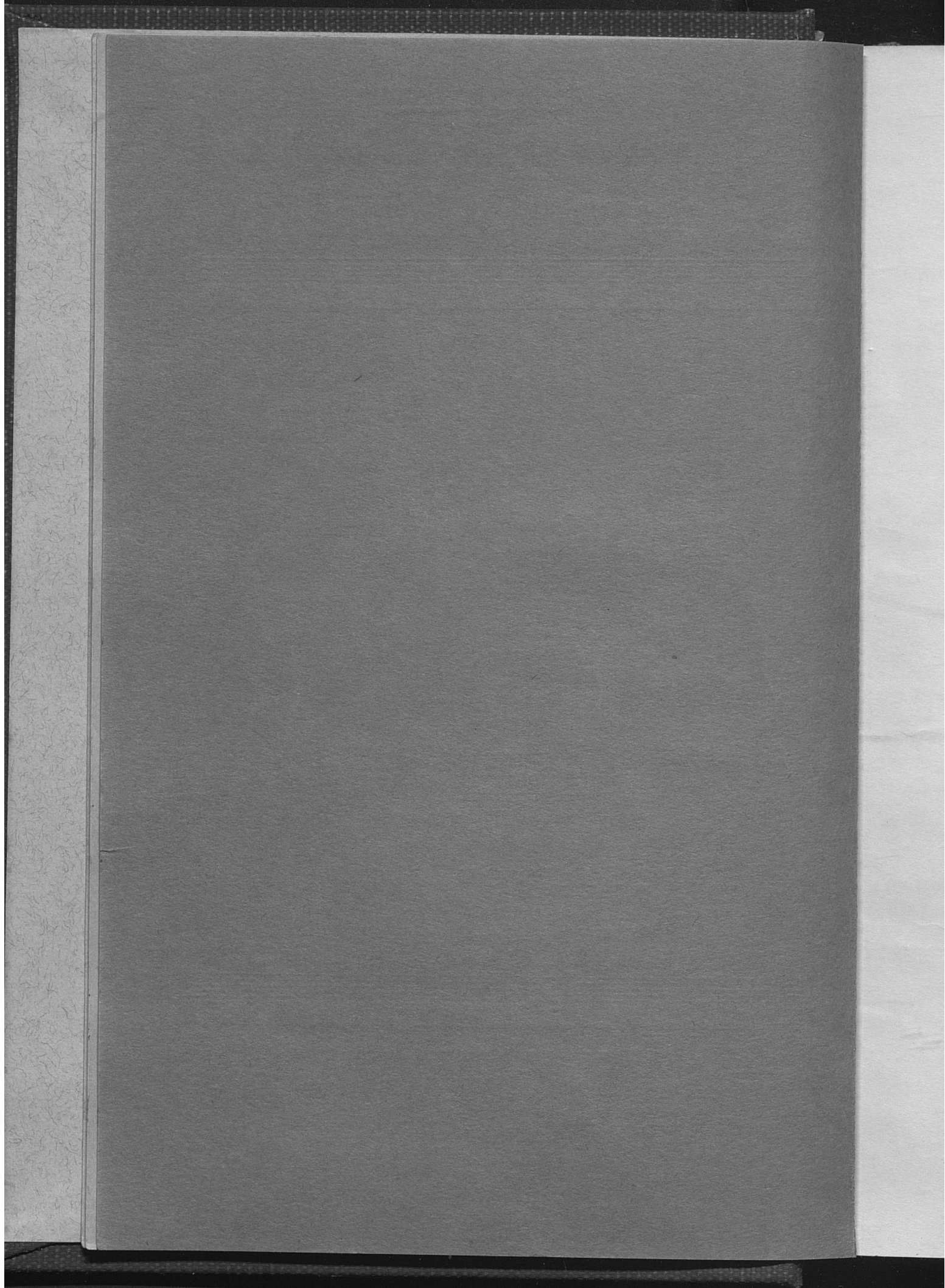
Vol. VIII



March, 1940



No. 1



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JOHN W. BROOKER
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FOREWORD

By authority imposed in Sections 4384-25 and 2739g-69m, Kentucky Statutes, I have caused to be prepared the materials contained in this manual on pupil transportation. The standards, rules and regulations contained herein were adopted by the State Board of Education December 15, 1939, for use of boards of education in preparing rules and regulations governing the transportation of school children in their districts. These State Board regulations become effective on and after July 1, 1940, and apply to all buses and equipment purchased after their adoption by the State Board of Education.

The standards adopted for bus chassis and body apply to all motor vehicles designed to carry more than twenty pupils. They do not apply to buses which transport pupils to schools but are also used primarily as public carriers.

Although these standards are not intended to apply to motor vehicles which carry twenty pupils or less, no such vehicles shall be used for transporting pupils unless they are safe, sanitary and reasonably comfortable for the pupils. These regulations are not intended to be retroactive for any equipment now used except when such equipment, not conforming to these regulations, is replaced, such replacement shall be made to conform to these standards. A few standards designated by a double asterisk (**) must be observed for all equipment beginning July 1, 1940. All regulations designated by the single asterisk (*) throughout the bulletin are mandatory requirements of the State Board and must be met beginning July 1, 1940.

It will be observed that in Chapter 2 all mandatory regulations of the State Board of Education have been brought together under one heading entitled "State Board Regulations."

It should be noted that Section 2739g-69m, Kentucky Statutes, and which may be found under "Statutory Provisions" in Chapter 1 herein provides:

"Every school district, its officers, employees, and every person employed under contract by a school district shall be subject to said (State Board) regulations.

"Any officer or employee of any school district who violates any of said regulations . . . shall be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under contract with a school district who fails to comply with any said

regulations shall be guilty of breach of contract and such contract shall be canceled after notice and hearing by the responsible officers of such school district."

The materials contained in this publication have been prepared by Gordie Young, Assistant Superintendent of Public Instruction, with the hope that the information contained in it will be of assistance to boards of education in safeguarding the lives and health of the school children as they attempt to provide economical and efficient transportation facilities for their districts.

JOHN W. BROOKER
Superintendent Public Instruction

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TABLE OF CONTENTS

	Page
Foreword	3
Introduction	7
Chapter 1. Legal Provisions Relating to Pupil Transportation.....	9
Statutory Provisions	9
Laws, Opinions of the Attorney General and Court Decisions	10
Chapter 2. State Board Regulations	14
School Bus Chassis Standards	14
School Bus Chassis Specifications Submitted by Chassis Manufacturers	18
School Bus Body Standards	23
National School Bus Chrome	29
School Bus Body Specifications Submitted by Body Manufacturers	29
Minimum Qualifications of School Bus Driver.....	34
Physician's Certificate	36
Operating Rules and Regulations	37
Regulations for Pupils	41
Mechanic's Inspection Report Form	43
School Bus Driver's Contract Form (Publicly Owned Buses)	44
School Bus Driver's Contract Form (Pprivately Owned Buses)	46
School Bus Driver's Contract Form (Privately Owned Chassis and Publicly Owned Body)	47
Bond Form for School Bus Driver (Form 26).....	49
Bond Form for School Bus Driver (Form 27).....	50
Chapter 3. Administration and Supervision	51
Superintendent of Public Instruction.....	51
County Superintendent	51
School Principal	52
The Driver	54
Pupils	54
Parents	55
Bus Owner	56
Chapter 4. The School Bus Driver	57
Selection	57
Regulations	57
Training of School Bus Drivers	59
Test Recommended by Section 2739m-67, Kentucky Statutes	60
Procedure for Employment	65
Age	65
Teachers as Drivers	65
Paying the Driver	66
School Bus Discipline	66
Standard First Aid Course	68
Dear Driver	68
Chapter 5. Operation and Maintenance of Equipment.....	70
Determining Need	70
Purchase	71
Inspection	71
Ownership of Buses	71
Publicly Owned Body and Privately Owned Chassis.....	72
Courses in Transportation	73
Accidents	73
Liability of School Districts	73

TABLE OF CONTENTS—Continued

	Page
Chapter 6. Auxiliary Uses of School Buses	74
Transportation of Athletic Teams.....	74
Other Uses of School Buses	74
Chapter 7. Planning Bus Routes	76
Map of the Transportation Area	76
Time on the Road	76
Safety	77
Shelters and Waiting Stations	77
Bad Road Problems	77
Determining Who is Eligible to Ride.....	78
Pupils Entitled to Transportation	78
Transportation by Parents	78
Monthly Inspection of Buses	79
Chapter 8. Keeping Up With Transportation	80
Necessity for Records	80
Information Heads of Schools Must Have on File.....	80
The Driver's Contract	81
Bond Form	81
Bus Driver's Daily and Monthly Report.....	81
Superintendent's Monthly Report to the Board of Education	81
Superintendent's Annual Transportation Report to the Board of Education	81
Record of Transportation Equipment Owned by the District	82
Explanation of Forms	82
Classification of Transportation Accounts—A Uniform Sys- tem of Cost Accounting of School Transportation.....	105
Chapter 9. Cost of Transportation	128
Size of Load Effects Cost	128
Equipment Wearing Out	128
Garages	128
Computing the Cost	129
Factors Determining the Cost	129
A Regular Program of Maintenance	130

INTRODUCTION

APPLICATION OF STANDARDS AND REGULATIONS

Buses designed for more than twenty pupils. The standards adopted by the State Board of Education for bus chassis and bodies shall apply to all motor vehicles designed to carry more than twenty pupils. They shall not apply to buses which transport pupils to school but are also used primarily as public carriers.

Buses designed for less than twenty pupils. Although these standards are not intended to apply to motor vehicles which carry twenty pupils or less, no such vehicles shall be used for transporting pupils unless they are safe, sanitary, and reasonably comfortable for the pupils.

Effective date of standards and regulations. These standards and regulations shall become effective on and after July 1, 1940, and shall apply to all buses and equipment purchased after their adoption by the State Board of Education. (December 15, 1939)

Old Equipment. These regulations are not intended to be retroactive for any equipment now used except when such equipment, not conforming to these regulations, is replaced, such replacements shall be made to conform to these standards. A few standards designated by a double asterisk (**) must be observed for all equipment, new and old, beginning July 1, 1940.

Present and previous standards, etc. All previous standards, rules and regulations of the State Board of Education relating to the transportation of public school pupils are hereby repealed. All standards of school bus chassis and school bus bodies, qualifications of school bus drivers, and all rules and regulations affecting pupil transportation stated herein are hereby made the official rules and regulations governing the transportation of public school pupils in this Commonwealth in accordance with authority conferred on this Board by Sections 4384-25 and 2739g-69m, Kentucky Statutes.

ADMINISTRATION OF STANDARDS

Purpose of transportation of pupils. The chief purpose of furnishing transportation for pupils at public expense is to provide educational opportunities for children who live beyond reasonable walking distance from a desirable school. It aids in providing satisfactory schools by extending the attendance areas of permanent school centers, so as to include all children who otherwise would be handicapped because of limited educational facilities. It may be said to be a method of equalizing educational opportunities for children in rural communities. It is justifiable when children would otherwise be required to attend a small, uneconomical and inadequate school. Improved roads and better buses have made it a desirable

way to go to school. It has caused a phenomenal increase in enrollment and attendance in both elementary and high school.

Safety and economy. Safety, economy, and the proper protection of the health of all pupils transported are primary requirements which must be assured and maintained.

School superintendents. County school superintendents shall assume responsibility for determining the existence of and reporting transportation hazards to the responsible authorities. They shall assume responsibility for the strict enforcement of the school law, regulations of the State Board of Education and of the county board of education for transportation of school pupils. If it is found impractical to observe any regulation, the county school superintendent shall assume responsibility for making an immediate and complete report of all pupils involved. This report shall suggest changes which should be made and which are being temporarily used until required steps can be taken to make the necessary permanent correction.

Other officials. Certain state and county officials must necessarily be expected to assume their full responsibility for road and street construction, for policing, and taking such other steps as will control traffic hazards and providing reasonable protection from such hazards for all children who are being transported.

Bus routes. All bus routes should be planned and adjusted to the capacities of available equipment, and school buses should be so chosen and assigned to attendance areas that, in so far as practicable, the full capacity of each bus shall be used for transporting only pupils whose homes are beyond a reasonable walking distance from an adequate school.

TRANSPORTATION IN KENTUCKY AS OF JANUARY 1, 1940

Each day of the school year a fleet of approximately 1,600 vehicles of transportation carry approximately 96,000 children 60,000 miles to the schools of this Commonwealth. County boards of education expend annually a little less than \$1,137,000.00. When we add to this sum the amount spent by independent school districts, the annual expenditure approximates one and one-half million dollars.

So vast a business involves many problems. Increasing traffic hazards of the highways demand that extraordinary care be exercised in performing this service. To secure safety, reasonable comfort and reliable service in the transportation of school children, it was necessary that the State Board of Education set standards and specifications as to bus equipment and rules and regulations as to the personnel employed as drivers of school buses. For this purpose a statement of school bus standards, regulations and recommendations has been prepared.

Chapter 1

LEGAL PROVISIONS RELATING TO PUPIL TRANSPORTATION

STATUTORY PROVISIONS

Section 4399-20, Kentucky Statutes, requires that pupils of elementary grades who live beyond a reasonable walking distance from the school they are to attend shall be transported. It permits the transportation of high school pupils. This section is part of Chapter 65, Acts of 1934, and reads as follows:

1. Section 4399-20, Ky. Statutes. *Powers and Duties.*— . . . Schools shall be maintained for pupils of elementary grade within a reasonable walking distance of their homes or the board of education shall furnish transportation from its general funds or otherwise for any elementary pupil or pupils who do not reside within such distance, and any board of education may provide transportation from its general funds or otherwise for any pupil or pupils of any grade or grades who do not live within a reasonable walking distance from the school; provided that such board shall adopt such rules and regulations as will insure the comfort, health, and safety of the children who are transported; and provided further that such rules and regulations shall be consistent with the rules and regulations of the State Board of Education dealing with the transportation of pupils. (Chap. 65, Acts 1934.)

Sections 4384-25 and 2739g-69m, Kentucky Statutes, require the Superintendent of Public Instruction to prepare rules and regulations governing the transportation of children for approval and adoption by the State Board of Education. These sections read as follows:

1. Section 4384-25, Ky. Statutes. *Transportation of Children.*—The Superintendent of Public Instruction shall prepare, or cause to be prepared, and submit for approval and adoption by the State Board of Education rules and regulations concerning the transportation of children to and from school.
2. Section 2739g-69m, Ky. Statutes. *Regulations Relating to School Buses.*—
 - a. The State Board of Education by and with the advice of the State Highway Patrol shall adopt and enforce regulations not inconsistent with this act to govern the design and operation of all school buses used for the transportation of school children when owned and operated by any school district or privately owned and operated under contract with any school district in this State and such regulations shall by

reference be made a part of any such contract with a school district. Every school district, its officers and employees, and every person employed under contract by a school district shall be subject to said regulations.

- b. Any officer or employee of any school district who violates any of said regulations or fails to include obligations to comply with said regulations in any contract executed by them on behalf of a school district shall be guilty of misconduct and subject to removal from office or employment. Any person operating a school bus under contract with a school district who fails to comply with any said regulations shall be guilty of breach of contract and such contract shall be canceled after notice and hearing by the responsible officers of such school district. (1938 c 106 p 505 Sec. 13 [13].)

Acts 1938 c 106. Eff. May 31, 1938.

The rules and regulations of the State Board of Education concerning the sanitation of buses and for the *safety, comfort and convenience* of the pupils have been prepared in accordance with these provisions of law.

LAWS, OPINIONS OF THE ATTORNEY GENERAL AND COURT DECISIONS

Below will be found regulatory laws affecting the transportation of pupils and their interpretation by the Attorney General or the courts:

1. Section 2739g-7, Ky. Statutes. *Government Automobiles*.—Application for registration of automobiles owned exclusively by any county, city, town or board of education in the State or Federal Governments, shall be accompanied by a statement from the head of the department of the State, Federal Government, County, city, town or board of education owning said automobiles, certifying that said automobile is exclusively owned and operated by the county, city, town or board of education or by the State or Federal Government. Said application and statement shall be forwarded by the county court clerk to the commission and special authority may be given to the clerk to register same, and upon receiving said authority the clerk shall issue a registration receipt and deliver a *number plate* as hereinafter provided *except that no charge shall be made for same by the commission or the clerk*. Any person using any plate or license in the operation of any automobile not owned exclusively by a county, city, town or board of education, State or Federal Government, shall be guilty of a misdemeanor, and upon conviction thereof fined in any sum not less than ten (10) nor more than one hundred (100) dollars for each offense. (C. 109, Acts 1926.)
2. Section 2739g-2d, Ky. Statutes. *Fees for Trucks; Disposition of Proceeds*.— . . . Providing that any person who applies for the registration of a truck used solely in the transporting, hauling and carrying school children or persons employed in said school

or schools in the district shall file with the County Court Clerk an affidavit stating that the truck or trucks are engaged solely in the transporting, hauling or carrying of said school children and persons employed in said school or schools in said district or districts and that he has caused to be printed on each side of the bed of said truck and on the rear door or doors or part of the bed the words "*School Bus*" in letters of a color easily seen and sufficiently large and that said truck for the next twelve months shall not be used for any other purpose except that stated; then, in that event said person or persons shall be permitted to register said truck and shall be charged therefor only four dollars and fifty cents (\$4.50). . . .

3. Section 2739g-69b, Ky. Statutes. *Safety Glass in Motor Vehicles*.—On and after January 1, 1939 no person shall sell any new motor vehicle nor shall any new motor vehicle be registered thereafter which is designed or used for the purpose of transporting passengers for compensation or as a school bus unless such vehicle is equipped with safety glass wherever glass is used in doors, windows, and windshields.

On and after January 1, 1939 no person shall sell any new motor vehicle nor shall any new motor vehicle be registered thereafter unless such vehicle is equipped with safety glass wherever glass is used. (1938 c 106 p 505 Sec. 13 [2].)

Acts 1938 c 106. Eff. May 31, 1938.

4. Section 2739g-46a, Ky. Statutes. *Passing Stopped School Bus*.—Whenever any school bus is stopped upon a public highway for the purpose of receiving or discharging passengers, every operator of a vehicle approaching from any direction shall bring said vehicle to a complete stop and shall not start up or attempt to pass until the said school bus has finished receiving or discharging passengers; that the driver of said bus after having stopped for the purpose of receiving or discharging passengers shall permit all vehicles stopped as required herein to proceed before again putting school bus in motion and anyone found guilty of violating the provisions of this Act shall be deemed guilty of a misdemeanor, and punished upon conviction by a fine of not more than Five Hundred (\$500.00) Dollars or imprisoned in jail for not more than six months or both so fined and imprisoned. (1938 c 117 Sec. 1.)

Acts 1938 c 117. Eff. May 31, 1938.

5. Section 2739m-38, Ky. Statutes. *Age Limits for Drivers of School Buses and Public Passenger-Carrying Motor Vehicles*.—It shall be unlawful for any person, whether licensed under this Act, or not, who is under the age of twenty-one years, to drive a motor vehicle while in use as a school bus for the transportation of pupils to or from school, or to drive a motor vehicle while in use as a public passenger-carrying vehicle. (1936 3rd ex. s., c. 13, Sec. 6. Eff. Aug. 1, 1936.)
6. Section 1342a-1, Ky. Statutes. *Unlawful Not to Pay Toll for Passage Over Toll Bridge or Ferry*.—That it shall be unlawful

for any person or persons to pass over or upon any part of any toll bridge or ferry, upon which bridge or ferry tolls are at such time collected, without paying to the collector of tolls then stationed at such bridge or ferry at the time of such passage, in legal tender, such amount of toll as may be prescribed by law or regulation for passage over such bridge or ferry, including vehicular traffic over or upon any part of such bridge or ferry; provided that no such toll shall be charged to children going to or returning from school. Neither shall such toll be charged for school buses or other vehicles used exclusively in the transportation of school children to and from school. (1934, c 161, Sec. 1. Eff. June 14, 1934.)

State Highway Commission vs. Henderson County Board of Education, 264 Ky. 95. Children exempt from paying toll even though the bridge is a part of the highway system.

7. Section 4399-20, Ky. Statutes. Schools shall be maintained for pupils of elementary grade within a reasonable walking distance of their homes or the board of education shall furnish transportation from its general funds or otherwise for any elementary pupil or pupils who do not reside within such distance, and any board of education may provide transportation from its general funds or otherwise for any pupil or pupils of any grade or grades who do not live within a reasonable walking distance from the school. (Transportation optional for high school pupils—260 Ky. 246—County Board of Education of Montgomery County)
8. Section 2739g-69x. *Duty to report accidents.* (a) The driver of a vehicle involved in an accident resulting in injury to or death of any person or total property damage to an apparent extent of \$50 or more shall, within 24 hours after such accident, forward a written report of such accident to the State Highway Patrol.
(b) The State Highway Patrol may require any driver of a vehicle involved in an accident of which report must be made as provided in this section to file supplemental reports whenever the original report is insufficient in the opinion of the State Highway Patrol and may require witnesses of accidents to render reports to the State Highway Patrol. (1938 c 106 p 505 Sec. 13 [24] Eff. May 31, 1938.)
9. Authority for boards of education to purchase liability and indemnity insurance.
(1) Each board of education shall have power and authority to set aside funds to provide for liability and indemnity insurance against the negligence of the drivers or operators of school buses owned or operated by the board. The indemnity bond or insurance policy shall be issued by some surety or insurance company or other insurance carrier duly authorized to transact business as such within this Commonwealth, and shall bind the surety, insurance company, or insurance carrier to pay any final judgment or judgments rendered against the insured or policy holder arising out of the death or injury to any school child or school children, for loss or damage to property of any such school children, or death or injury to any person or persons.

(2) If the transportation of pupils be let out under contract, then such contract shall provide that the contractor shall carry indemnity or liability insurance against negligence in such an amount as the board of education may require and designate, said indemnity bond or insurance to be provided by a duly authorized surety or insurance company or other insurance carrier as set out in the foregoing paragraph.

(3) Whereas there is a vital need to properly protect the school children of the state in going to and returning from school, it is necessary that this legislation be effective immediately, and an emergency is hereby declared to exist and this bill will become law immediately upon its passage and approval by the Governor.

Chapter 2

STATE BOARD REGULATIONS

PURPOSE

The purpose of the State Board of Education in adopting uniform state standards for school bus equipment and in prescribing regulations for the operation of them is to insure safe and economical transportation service for all school children who are transported to the schools of the State. The standards set provide for:

1. Minimum standards for buses carrying children;
2. Adaptation to local needs in so far as it will not conflict with safe practices;
3. Limits within which sound construction of equipment is possible;
4. Frequent revision of standards so as to permit widest possible opportunity for use of such improvements as are consistent with sound practice.

*PURCHASE

1. Before buying any school bus at any time, bids shall be obtained by county boards of education from at least three manufacturing companies.
2. Before offering for sale during any school year any equipment for school transportation, manufacturers or their representatives shall file with the Superintendent of Public Instruction and with the county school superintendent considering the purchase, on forms to be furnished by the Superintendent of Public Instruction, information showing that all state specifications are complied with.

*CONTRACTS

Contracts shall be entered into by boards of education for the operation of school buses. They shall be in accordance with law and the rules and regulations and on forms established by the State Board of Education.

SCHOOL BUS CHASSIS STANDARDS

*1. *Axle*

- a. *Front axle.* The front axle shall have a gross weight rating at the ground equal to or exceeding the weight supported by the front axle.
- b. *Rear axle.* The rear axle shall be of the full-floating type and have a manufacturer's gross weight rating at the ground of not less than the weight supported by the rear axle.

* Requirements of the State Board of Education.

- c. Ratings for "a" and "b" must be guaranteed by the chassis manufacturer.

***2. Battery**

The battery shall be mounted outside the bus body. It shall be of sufficient capacity, as established by the manufacturer's rating, to care for starting, lighting, signal devices, heater and other electrical equipment. No bus shall be equipped with a battery of less than 120 ampere-hours measured at a twenty hour rate.

***3. Brakes**

****a. Service brakes.** The service brakes shall be so equalized and adjusted to all four wheels that they are capable of stopping the complete unit (without pupils) from the initial brake application, within 22 feet when driven at a speed of 20 miles per hour over a dry, level road.

****b. Hand or emergency brake.** This brake shall be of the hand-lever type. It shall be provided in addition to the service brake. It shall be capable of stopping the school bus (without pupils) from the initial brake application, within 50 feet when driven at a speed of 20 miles per hour.

c. *Booster brakes.* Air, vacuum, assist or hydraulic booster brakes shall be provided for all school buses having a weight (without pupils) of more than 8,600 pounds. Any such installation must be made by an authorized representative of the chassis or brake manufacturer. Hydraulic line pressures may not exceed the recommendation of the chassis manufacturer.

d. *Testing brakes.* The stopping abilities as outlined above shall be determined by an approved decelerometer test or by any other means that indicate brake effectiveness on a dry, level road surface which is free from loose materials.

***4. Bumpers**

Bumpers shall be installed on the front and on the rear of the bus and shall be directly attached to the chassis frame. They must be of sufficient strength to permit the pushing of a vehicle of equal gross loaded weight or of being pushed by a vehicle, without permanent distortion to bumper, chassis frame or body. The rear bumper shall be so designed as to make the "hitching of rides" or obtaining of a toe hold impossible.

****5. Exhaust Pipe**

The exhaust pipe shall be entirely outside of the bus body and shall extend beyond the external rear of the body of the bus, but not beyond the bumper. It shall be installed by the chassis manufacturer. It shall be entirely outside of the body. The rear end of the pipe shall be located at a point to the right or left of

* Requirements of the State Board of Education.

** Requirements of the State Board of Education for new and old equipment.

the emergency door so as to prevent fumes from it entering the door.

*6. *Frame*

- a. *Side member.* Each frame side member shall be of one-piece construction. If the frame side members are extended, such extension shall be designed and furnished by the chassis manufacturer within his guarantee, and installation shall be made by the chassis or body manufacturer and guaranteed by the company making the installation. Extension of frame lengths are permissible only when such alterations are behind the rear hanger of the rear spring. *The wheel base shall not be altered after the vehicle leaves the chassis factory.*
- b. *Holes in the frame.* No additional holes not provided in the original chassis frame shall be permitted in the top flanges of the frame side rails. There shall be no welding to the frame side rails except by the chassis manufacturer.

*7. *Gasoline Tank*

A gasoline tank of not less than 18 gallons capacity shall be mounted directly on the chassis frame on the outside and to the right side. Filler, ventilator and drain openings shall be outside the bus body. The filler shall not project beyond the body panels. The tank shall not extend in height above the side member of the chassis or in width beyond the outer edge of the body or in depth below the regular running board location. The tank shall be constructed of not less than 18 gage terne plate or equivalent. There shall be flexible gasoline-and oil-proof connections at both ends of the gasoline feed line. If there is insufficient space available on the right side of the short wheelbase chassis, the tank may be placed on the left side.

*8. *Generator*

The generator shall have not less than 25 amperes maximum output, shall be voltage and current controlled, and shall be capable of delivering 25 amperes from a speed of 25 miles per hour.

*9. *Governor*

A governor, driven from the propeller shaft, may be supplied on school buses. The installation shall be such as to prevent tampering and adjustment by the driver.

*10. *Guards*

- a. *Emergency brake drum.* If the emergency brake drum is located on the drive shaft, it shall be protected by an adequate metal shield mounted above such brake drum.
- b. *Drive shaft.* The drive shaft shall be equipped with a protective guard to prevent whipping through the floor or dropping to the ground when broken.

* Requirements of the State Board of Education for new equipment.

- c. *Closures.* All closures between the bus body and the engine compartment shall be fitted with gas-tight gaskets, and pedal openings shall be closed by bellows type gas-tight boots.

*11. *Overall Length*

The maximum overall length of the bus shall not exceed 33 feet.

*12. *Panel Instruments*

The instruments on the panel of the bus, including speedometer, ammeter, oil pressure gauge, water thermometer, and gasoline gauge must be in good working order.

*13. *Power*

Each school bus must be so geared and powered as to be capable of surmounting a 3 per cent grade at 20 miles per hour with a full load and on a continuous pull. For the purpose of computing the performance ability of the vehicle, the following formula shall be used:

$$\frac{(T \times 12 \times R \times E - .015)}{(LTR \times GW)} 100 = \text{the maximum grade in per cent which vehicle will surmount at 20 miles per hour.}$$

T = Net torque from certified power curve of manufacturer corresponding to engine revolutions per minute at 20 miles per hour.

12 = Constant to reduce pounds-feet to pounds-inches.

R = Rear axle gear ratio in high gear.

E = Efficiency (.90).

GW = Maximum gross weight. To compute payload allow 100 pounds for each pupil.

LTR = Loaded tire radius. (From specifications of tire manufacturer.)

.015 = Pounds of rolling resistance per pound of gross vehicle weight.

**14. *Signal Device*

The school bus shall be equipped with a loud and adequate signal device which shall be kept in good working condition.

*15. *Steering Gear*

The steering gear shall be guaranteed by the manufacturer and so designed as to assure safe and accurate performance when the vehicle is carrying a maximum gross load. *No changes shall be made in the steering apparatus which are not approved by the chassis manufacturer.*

*16. *Tires*

**a. *Tire sizes.* The following tire sizes (based upon the recommendation of the Tire and Rim Association) shall be required. In order to allow for a reasonable tolerance, the total weight imposed on any tire shall not be greater than 10 per cent above said ratings.

* Requirements of State Board of Education.

** Requirements of the State Board of Education for new and old equipment.

Tire Sizes	Load Capacity per Tire	Gross Load Limits for Six Tires
6.00 × 20	1400	8400
6.50 × 20	1700	10200
7.00 × 20	1950	11700
7.50 × 20	2200	13200
8.25 × 20	2650	15900
9.00 × 20	3250	19500

****b. Dual tires.** Dual rear tires must be provided on all school buses having a capacity of more than 20 pupils. No tire should be used after the surface has been worn smooth.

***17. Vehicle Load**

The gross weight of the vehicle with a full load shall not exceed the carrying capacity of the chassis as advertised by the manufacturer.

***18. Weight Distribution**

As uniform tires are required, perfect weight distribution is one-third gross vehicle weight on front axle and two-thirds gross vehicle weight on rear axle measured at the ground; therefore, no school bus shall have more than 78 per cent of the gross vehicle weight on the rear axle.

SCHOOL BUS CHASSIS SPECIFICATIONS SUBMITTED BY CHASSIS MANUFACTURER*

(This report shall be submitted to the Superintendent of Public Instruction before offering buses for sale within the State. A copy of it shall be submitted to each superintendent at the time a price or bid is made to furnish a bus chassis. Note that Item 19 is to be filled out for each chassis model.)

Manufacturing Company Date

Address

1. Axle: Maximum gross weight allowable on: (a) front axle, (b) rear axle. Report in Item 19, column g.
2. Battery:
 - (a) Will battery furnished have a capacity of 120 ampere hours when measured at 20-hour rate?.....
 - (b) Can battery be mounted outside of body shell?.....

* Requirements of State Board of Education.

** Requirements of the State Board of Education for new and old equipment.

3. Brakes:

(a) Service brakes:

- (1) Are four-wheel brakes provided?.....; are the brakes adequate to control the bus when fully loaded?
.....
- (2) Is the foot or service brake capable of stopping the complete unit (i.e., wet chassis weight plus body weight plus driver's weight, without pupils) within 22 feet from the initial brake application when driven at 20 miles per hour over a dry level road having approximately .6 coefficient of friction and whose surface is free from loose materials? This stopping ability to be determined by test with an approved decelerometer or other instrument which indicates brake effectiveness in units that are convertible into rate of deceleration
.....

(b) Emergency brake:

- (1) Is the hand or emergency brake of the hand lever type and manually operated?.....
- (2) Is the emergency brake provided in addition to the service brake, or an entirely separate mechanical operating mechanism connected at least to the rear service brake shoes?.....
- (3) Is the emergency brake capable of stopping the complete unit (i.e., wet chassis weight plus body weight plus driver's weight, without pupils) from the initial brake application within 50 feet when driven at 20 miles per hour over a dry level road having approximately .6 coefficient of friction and whose surface is free from loose materials? This stopping ability to be determined by test with an approved decelerometer or other instrument which indicates brake effectiveness in units that are convertible into rate of deceleration.
- (4) Does the emergency brake have sufficient strength to hold the maximum gross weight on a 10 per cent grade?
.....
- (5) Vacuum or assistor type brake or hydraulic booster:
 - (a) Recommended for what wheel base length?.....
 - (b) If specified, who will make the installation?.....
.....
 - (c) Specify hydraulic line pressure by wheel base length in Item 19, column f.

4. Bumpers:

- (a) Are bumpers of sufficient strength to permit the pushing of a vehicle of equal gross loaded weight or of being pushed by a vehicle, without permanent distortion to bumper, chassis frame or body?.....
- (b) Is rear bumper so designed as to prevent hitching of rides?
.....

5. Exhaust pipe:
 - (a) If extension of exhaust pipe is necessary in order for it to reach to external rear of the bus body, will you furnish proper extension and instructions for installation?.....
 - (b) Who will make this installation?.....
 6. Frame specifications:
 - (a) Is each frame side member of one piece construction?.....
 - (b) Will frame side member extension (if necessary) and instructions for installation be furnished and guaranteed by you?
 7. Gasoline tank:
 - (a) In what sizes (i. e., capacity in gallons) are gasoline tanks furnished?
 - (b) By whom mounted?.....
 - (c) Does gasoline tank conform with specifications of State Standards?
 8. Generator:
 - (a) Is the generator capable of delivering 25 amperes from a speed of 25 miles per hour or more?.....
 - (b) Is generator equipped with adequate voltage regulator?
 9. Governor: Specify wheel base lengths upon which governor driven from the propeller shaft can be installed.....
 10. Guards:
 - (a) Will drive shaft be adequately guarded to prevent whipping through floor or dropping to ground if broken?.....
 - (b) When chassis is equipped with drive shaft emergency brake, is the drum properly guarded?.....
 - (c) Are all closures between bus body and engine compartment fitted with gas-tight gaskets?.....
 - (d) Are pedal openings closed with bellows type gas-tight boots?
 11. What is maximum overall length for body and chassis for longest wheel base?ft.
 12. Is an adequate speedometer mounted on instrument board?.....
What other instruments are furnished on this board?.....
 13. Maximum grade in per cent which vehicle will surmount at 20 miles per hour. Report in Item 19, column j for maximum carrying capacity using formula:

$$\frac{(T \times 12 \times R \times E - 0.015) \times 100}{(LTR \times GW)} = \% \text{ grade}$$
- Note.—Every school bus must be geared to be capable of surmounting a 3 per cent grade in high (direct) gear with full load on continuous pull by present formula or by formula acceptable to Society of Automotive Engineers.
- (a) What gear ratio does your engineering staff certify as capable of giving this result?.....

14. Is a loud and adequate signaling device furnished?.....
15. Is steering gear constructed to assure safe and accurate performance when the vehicle is carrying the maximum gross load at 35 miles per hour?
- 15a. Are the instruments on the panel, including speedometer, ammeter, oil pressure gauge, water thermometer, and gasoline gauge, properly attached and in good working condition?.....
16. Tires: What size tires do you recommend for maximum gross weight specified?
- (Note: Uniform tires on all weels desired.)
17. Maximum carrying capacity of chassis: Report in Item 19, column i.
18. Weight distribution on rear axle: Report in Item 19, column m.
- 18a. List tools furnished
19. See following page.

19. To be filled in for each model and for each wheel base length.

a	b	c	d		e	f	g		h		i	j	k	l	m
Trade Name	Model No.	Year	Made for School Bus Use		Wheel Base Length	Hydraulic Line Pressure	Axle Rating		Propeller Shaft Governor		Maximum Carrying Capacity	Power or Grade Ability	Tons	Tire Size	Approved Per Cent GVW on Rear Axle
			Yes	No			Front	Rear	Yes	No					

22

Sworn to and subscribed before me this.....day
of....., 19.....

Notary Public

I hereby certify under oath that the foregoing statements
are correct in detail and in their entirety and bear the guar-
antee of my company.

(Signed)
Position
Company
Address

SCHOOL BUS BODY STANDARDS

*1. *Aisle*

The clear aisle space running from the entrance to the emergency exit shall be no less than 10 inches in width at any point it is measured. The minimum width applies to all aisles in all seating arrangements.

*2. *Body Lengths, Widths, and Capacities*

The purchase of bodies shall be limited to the lengths listed below. It is recommended that all seats used be forward facing and that the arrangement be in conformity with the "standard" or "economy" pupil capacity cited below. Forward facing seats in the center with lateral seats on the side are permissible. Longitudinal seats in the center of the body are not permitted. Seat back centers on forward facing seats shall be within range of from 24 inches to 27 inches, both inclusive.

STANDARD PUPIL CAPACITY		ECONOMY PUPIL CAPACITY	
All Forward Facing	Longitudinal Side and Forward Facing Center	All Forward Facing	Range of Body Lengths
24	30	35	170"-185"
30	35	42	180"-210"
36	40	49	215"-230"
42	48	56	245"-265"
48	52	63	255"-285"
54	63	70	290"-315"

a. *Standard Pupil Capacity*

- (1) *All Forward-Facing Seats.* The number of pupils in the first column are based upon minimum 27-inch spacings between forward facing seats, an outside body width of 96 inches, a center aisle width of 12 inches, and an allowance of 13 inches per pupil.
- (2) *Longitudinal-Side and Forward-Facing Center Seats.* The number of pupils in the second column are based on minimum 27-inch spacings between center seats, an outside body width of 96 inches, two side aisles of minimum 10-inch width each, and an allowance of 13 inches per pupil.

b. *Economy Pupil Capacity*

The number of pupils in the third column are based on minimum 24-inch spacings between forward facing seats, an outside body width of 96 inches, an off-center aisle width of

* Requirements of State Board of Education.

10 inches, and an average allowance of $11\frac{1}{2}$ inches per pupil.

- c. Capacities in bodies of less than 96 inches outside width will be necessarily much less than the capacities shown above.
- d. The body lengths are measured from the front of the chassis dash (chassis cowl—not instrument panel) to the inside rear of the body at the floor line.
- e. The standard outside body width shall be 96 inches. Where existing local conditions make necessary the use of narrower bodies, widths of less than 96 inches may be used.

**3. Ceiling*

The ceiling shall be free of all projections likely to cause injury to pupils. Book racks, etc., likely to cause injury, shall not be permitted. Dome lights shall be of the recessed type.

**4. Construction*

Construction shall be all-steel or all-metal with a strength equivalent to all-steel construction as certified by the bus body manufacturer. It should be sufficiently rigid to retain its shape if overturned. (This standard is not intended to restrict in any way the proper use of insulating materials.)

**5. Defroster*

The windshield shall be equipped with some device to prevent ice forming on the outside or the condensation of moisture on the inside surface.

**6. Doors*

The following specifications shall apply to doors:

a. Emergency door

- (1) An emergency door shall be located in the center of the rear of the bus, which is at least 24 by 48 inches. It must be marked with the words "Emergency Door" both on the inside and outside.

****(2) This door shall be equipped on the inside with a fastening device which may be quickly released, but which is so designed as to offer protection against accidental release. Control from the driver's seat shall not be permitted. Provision for opening from the outside shall consist of either a square hole in which a screw driver or other object may be inserted, or a device of such design as to prevent "hitching" but that will permit opening when necessary.

- (3) The door shall be hinged on the right side of the body, shall open outward, and shall be designed to open from both inside and outside of the bus. It shall not be provided with steps.

* Requirements of the State Board of Education.

** Requirements of State Board of Education for new and old equipment.

b. *Entrance door*

- ** (1) The entrance door shall be controlled by the driver without moving from his seat. It must be so designed as to prevent accidental opening when leaned against.
- (2) It shall be located on the right side near the front of the bus. At least two-thirds of its opening width shall be ahead of a point opposite the back of the driver's seat. This door shall have a clear opening of at least 24 inches in width from the step to at least 4 feet above the step.
- (3) This door shall be of the folding type. The front leaf shall open outward. Its vertical closing edges shall be equipped with rubber or rubberized material to protect hands and fingers.
- (4) Lower panels, as well as upper panels, shall be of safety glass to permit the driver to see children who are waiting to enter the bus and the ground where children step off.
- (5) A stanchion shall be required at the rear of the entrance step well, from the roof to the floor. Placement shall not restrict the passageway to less than 24 inches in width.
- (6) A safety bar shall be installed from the stanchion to the wall at a height of approximately 30 inches to prevent children in the front seat from being thrown into the step well in case of sudden stop.
- (7) A grab handle of not less than 10 inches shall be provided inside the doorway and to the right upon entering to assist pupils in getting on and off the bus. No grab handle shall be placed on the outside of the bus, nor on either leaf of the door.
- (8) There shall be no door at the left of the driver.

*7. *Driver's Seat*

The driver's seat shall be constructed for one person only. It shall be protected by a guard rail or stanchion to the rear. The minimum distance between the steering wheel and the back-rest of the driver's seat shall be 12 inches. It shall have not less than 3 inches of backward adjustment. It shall be strongly attached to the floor.

*8. *Floor*

The floor shall be of metal and so constructed that exhaust gases cannot enter the bus. A fire resistant, non-slippery surface material shall be applied to the metal floor.

*9. *Identification*

- a. The body, roof, cowl and hood of the school bus shall be painted a uniform color, "National School Bus Chrome,"

* Requirements of the State Board of Education.

** Requirements of State Board of Education for new and old equipment.

according to the United States Bureau of Standards Specifications. The fenders, lettering and trim shall be painted black.

- **b. The words "SCHOOL BUS" in black letters at least four inches high shall be placed on each side and on both the front and rear of the body. (Kentucky Statutes, 2739m-2d, provides "to be printed on each side of the bed of said truck and on the rear door or doors or part of the bed the words 'School Bus' in letters of color easily seen and sufficiently large.") It is recommended that all school buses of a school district be numbered on each side.

*10. *Inside Height*

The minimum inside body height shall be 66 inches measured at the longitudinal center line.

**11. *Inspection*

The Superintendent of Public Instruction is hereby authorized to make or have made such inspection of school buses and their equipment as he deems wise. These inspections shall be made at such times and places as he feels are necessary for safe and economical pupil transportation in this Commonwealth.

*12. *Insulation*

To resist the rapid conduction of heat and to deaden sounds, the bus body shall be insulated.

*13. *Lighting*

Each school bus shall be equipped with headlights, which can be dimmed, a tail light, a step well light, clearance lights showing full size of bus, flasher stop lights, front and rear interior dome lights, replacement bulbs and fuses, and such other signal lights as may be required by state law.

*14. *Mounting*

a. When mounting the body on the chassis, spacers shall be inserted between the body and frame at every point of contact. They shall be of such form that shearing stresses shall not be put upon rivet heads.

b. The rear end of the chassis frame shall be flush with the rear end of the bus body. The body shall be so mounted that not more than 78 per cent of the gross vehicle weight, measured at the ground, shall rest on the rear axle.

*15. *Posts*

The front corner posts shall be so designed and placed as to afford minimum obstruction to the driver's vision of the road. The strength of all posts and the roof shall be such as to support the entire weight of the loaded vehicle if overturned.

*16. *Rear Vision*

- **a. Each bus shall be equipped with a non-glare, interior, rear-

* Requirements of the State Board of Education.

** Requirements of State Board of Education for new and old equipment.

view mirror, large enough (at least 4" x 15") to afford a good view of the road to the rear, as well as of the pupils.

- **b. An exterior, non-glare, rear view mirror shall be provided and located at the left of the driver. The exterior mirror shall not extend beyond the width of the bus body, and shall not be less than 5 inches in diameter or 4" x 6" if rectangular.

**17. Rear Windows*

The rear windows shall be stationary and solidly set in plastic or rubber. They shall have sufficient height and width to give the driver clear vision to the rear.

**18. Rub Rail*

The body shall be substantially protected by an outside applied or pressed-in rub rail, located no higher than the seat line.

**19. Seats*

- a. All seats shall be securely fastened with bolts or rivets, and no bus shall be equipped with jump or portable seats.
- b. No seat on the right side of the bus shall be placed ahead of the front seat on the left side.
- c. All seats shall be covered with suitable padding materials.

**20. Steps*

- a. The riser of the upper step shall not be less than 13 inches and not more than 15 inches. When more than two steps are used, the upper two steps may have a riser of less than 13 inches, but these risers shall be of equal height.
- b. The steps shall be provided with safety tread and be enclosed to prevent the accumulation of mud, snow and ice. They shall not protrude beyond the side of the bus.

**21. Sun Visor*

The school bus shall be equipped with an interior, adjustable sun visor, which is approximately 5 by 13 inches.

***22. Tools*

Each bus shall have a tool compartment and carry such tools as may be necessary to make minor repairs.

**23. Ventilation*

All bus bodies shall be equipped with suitable, controlled ventilating systems of sufficient capacity to maintain the proper supply of air under operating conditions without the opening of windows except in extremely warm weather. No intake ventilators shall be used in the front bus corners below the top of the engine hood line.

**24. Wheel Clearance*

The wheel housing shall clear the wheels sufficiently to allow for load and chains.

* Requirements of State Board of Education.

** Requirements of State Board of Education for new and old equipment.

25. *Windows and Windshield

All glass in the windshield, windows, and doors shall be of safety glass approved by the National Board of Fire Underwriters. Such glass shall be of sufficient quality to prevent distortion of view in any direction. The windshield shall be slanted to prevent glare and large enough to permit the driver to see the road clearly. All side windows must open and lower vertically. Small, irregular-shaped windows at the front or rear may be stationary, and the driver's signal window and ventilator may open vertically, horizontally, or on a pivot. The opening of all windows must be limited to approximately 9 inches from the top to prevent extension of heads and arms.

****26. *Windshield Wipers***

Each bus shall be equipped with suitable and adequate windshield wipers, vacuum or power driven, capable of manual operation in emergencies, and so arranged as to clean the windshield both in front of the driver and on the right side of the windshield.

27. *Wiring

- a. The wiring of each bus shall be arranged in circuits as follows:
 - (1) Dome lights, (2) step, clearance, (3) starting, (4) ignition, (5) head, tail, stop and dash lights, (6) heater.
- b. Each circuit except starter and ignition shall be separately fused.
- c. All wires shall be insulated and protected by a covering of fibrous loom (or equivalent), which will protect them from external damage and which will eliminate dangers from short circuits. Wires shall be fastened securely to body or chassis. All joints shall be soldered or the connection made in such a manner as will give equivalent service to a soldered joint.

28. *Flags and Flares

In order to provide for an emergency which requires the bus to stop on the highway for any length of time, it shall carry at least two red flags which are not less than twelve inches square. Any school bus operating after dark shall carry at least two twelve-hour kerosene or electric flares.

29. *Additional Safety Equipment

Nothing contained in these standards and regulations shall be construed as prohibiting any school bus from having additional safety equipment not inconsistent with these provisions.

30. *Recommended Equipment

Each board of education shall determine whether an ax, skid chains, fire extinguisher, first-aid kit, or heater shall be required.

* Requirements of State Board of Education.

** Requirements of State Board of Education for new and old equipment.

Whenever such items shall be required by said boards of education, the following regulations shall be enforced:

- a. *Skid chains*—Bus shall carry a set of skid chains.
- b. *First-aid kit*—First-aid kit shall be dust proof and of unit type, which conforms to the specifications of the United States Engineering Department. It shall be maintained on the inside of the bus near the driver's seat and have a capacity of at least sixteen units. It shall be maintained fully equipped for supplies of:

Absorbent Gauze	Burn Jelly
1" Adhesive	Eye Dressing
Compress	Forceps and Scissors
Ammonia Inhalant	Iodine
2" Bandage Compress	Sterile Pads
4" Bandage Compress	Triangular Bandage

- c. *Heaters*—The heater shall be of the hot water type. It shall be capable of heating the bus under normal winter temperatures.
- d. *Fire Extinguisher*—The fire extinguisher shall be of the type and size approved by the laboratories of the National Board of Fire Underwriters. It shall be of a size equivalent to one quart or larger carbon tetrachloride type.

¹ NATIONAL SCHOOL BUS CHROME

The National School Bus Chrome was adopted by the National Conference of School Bus Standards held at Columbia University in April, 1939. The first consideration in adopting a uniform color was to provide the safety which will accrue when throughout the United States a school bus is recognized by its color. The second consideration was economy, since manufacturers are forced to make additional charge for special colors.

Engineers of the United States Bureau of Standards prepared the samples and provided technical advice upon which the choice was made. The United States Bureau of Standards, Washington, D. C., has prepared federal specifications. This color can legally be used in most states at once as few states have exact specifications, and the majority of the present regulations are a general requirement for "orange" or "yellow".

SCHOOL BUS BODY SPECIFICATIONS SUBMITTED BY BODY MANUFACTURERS*

(This report shall be submitted to the Superintendent of Public Instruction before offering buses for sale within the State. A copy of

¹ See IDENTIFICATION, item 11, School Bus Body Standards, page 25.

it shall be submitted to each superintendent at the time a price or bid is made to furnish a bus body. Note that Item 30 is to be filled out for each size of bus body.)

Manufacturing Company Date

Location

1. Aisles: Report aisle data in Item 30 (b) for each size of body.
2. Body Size: Report body size data in Item 30 (a) for each size of body.
3. Ceiling: Are overhead and wall projections, if any, guarded to prevent pupil injury?.....
4. Construction Material:
 - (a) Body Posts in Framework: Distance apart.....inches; Material
 - (b) Roof Ribs: Distance apart.....inches; Material
 - (c) Floor bars or floor crosswise members of body frame: Distance apart.....inches; Material.....
 - (d) Describe framework bracing, if any.....
 - (e) Framework covering material, gauge of steel or equivalent:
 - (1) Outside panels....., walls....., top.....
 - (2) Inside panels, if any.....
 - (f) Describe insulating or deadening material.....
5. Doors:
 - (a) Entrance Door:
 - (1) Control: How is the door operated?.....; under control of driver?.....; designed to prevent accidental opening when leaned against?.....
 - (2) Location:; is two-thirds of door opening width ahead of a point opposite back of driver's seat?
 - (3) Dimensions: Minimum horizontal clearance.....inches; maximum horizontal clearance.....inches; minimum clearance height.....inches.
 - (4) Is door of folding type?..... How do leaves open?.....
 - (5) Are lower and upper panels of safety glass?.....
 - (6) Are vertical closing edges equipped with rubber or rubberized material?
 - (7) Is there a door at left of driver?.....
 - (8) Stanchion location Minimum passageway clearance to service door.....inches
 - (9) Safety bar height.....inches: Location.....
 - (10) Grab handle: Length.....inches: Location.....
 - (b) Emergency Door:
 - (1) Location

- (2) Dimensions: Minimum horizontal clearance.....inches
maximum horizontal clearance.....inches; minimum
clearance height.....inches.
- (3) Describe fastening device: Inside.....
.....
Outside
.....
Are door and bumper designed to prevent hitching?.....
- (4) Is hinge on right side?.....
- (5) Are there any outside steps?.....
- (6) Is glass in emergency door safety glass?.....
6. Driver's Seat: Shortest distance between back rest of driver's seat
and steering wheel.....inches; distance adjustable forward
and backward.....inches; strongly attached?.....
7. Floors: Construction and material.....
(a) Does floor prevent gases from entering bus?.....
(b) Is inside covering provided? (Describe).....
8. Identification:
(a) Color of body....., hood.....
cowl, roof.....
(b) Color of fenders....., trim.....
(c) Lettering on front of bus: Color.....,
height.....inches, width.....inches
(d) Lettering on rear of bus: Color.....,
height.....inches, width.....inches
(e) Lettering on sides of bus: Color.....,
height.....inches, width.....inches
9. Inside body height measured at the longitudinal center line
.....inches.
10. Insulation: Is the body insulated so as to resist conduction of heat?
.....
11. Artificial lighting:
(a) Number of interior lights?.....
(b) Marker lights: Number..... Location.....
(c) Stop lights, front and rear of the flasher type?.....
(d) Step well light?.....
(e) Other lights
12. Mounting:
(a) Are spacers inserted between the body and frame at every point
of contact between body and frame?.....
(b) Is body so mounted that stresses are not placed on rivet heads?
.....
(c) Is rear end of chassis frame or extension thereto flush with
rear of bus body?
- (d) Is mounting guaranteed?
13. Overhang: Report in Item 30 (d) for each size bus.

14. Posts:
- (a) Do front corner posts afford minimum obstruction to driver's view?
 - (b) Will body posts and roof support loaded vehicle when overturned?
15. Rear view mirrors:
- (a) Is interior rear view mirror provided?.....
dimensions.....inches.
 - (b) Does exterior mirror come within the 96-inch requirement and give good view of road to the rear?.....
 - (c) Are mirrors of the non-glare type?.....
16. Rear windows: Are rear windows stationary and set in rubber?
17. Rub rail: (Describe and give location).....
.....
.....
18. Seats:
- (a) Are seats securely fastened by bolts or rivets?.....
 - (b) Are jump seats provided?....., portable seats?.....
 - (c) Is any seat on right side of bus placed ahead of the forwardmost pupil seat on the left side of bus?.....
 - (d) Seat dimensions: Seat back.....inches; seat.....inches
 - (e) Describe seat padding materials.....
.....
.....
19. Steps: (Service door)
- (a) Number of steps.....
 - (b) Height of steps: Ground to lower step with 700-20 tire.....
inches; Lower step to second step.....inches; Second step
to floor.....inches; Ground to floor with 700-20 tire
.....inches.
 - (c) Are steps enclosed?.....
 - (d) Do steps protrude beyond side body line?.....
20. Sun visor: Is a sun visor furnished?.....; Size.....
21. Tools:
- (a) Is tool compartment provided?
22. Ventilation and heating:
- (a) Are all front intake ventilators above top of engine line?
.....
 - (b) Are all static exhaust roof ventilators ahead of center of body?
.....
 - (c) Heater, if desired: Type.....
.....
23. Distance from top of rear tire to wheel housing of bus when fully loaded, based on 700-20 tire.....inches.

24. Maximum overall width of body: Report in Item 30 (a) for each size bus.
25. Windshield and windows:
- (a) Are all windows of safety glass?.....
 - (b) Is windshield of one-piece or "V" shape?.....; Slant in degrees.....
 - (c) Do windows lower vertically?.....
Window clearance: Vertical.....inches; Horizontal..... inches.
26. Windshield wipers: Number.....; Length of blade.....inches.
Are windshield wipers capable of manual operation?.....
27. Wiring: Does wiring meet national standards?.....
28. Do you guarantee installation of frame extensions?.....
29. Does this body vary from specifications given in Items 3 to 30 (d) of body specifications?.....Are variations given by items on attached page?.....
30. Data on each size bus: (For this item use a separate page for supplying data on each bus size.)
- (a) Body identification and size:
 - (1) Model: Number.....; Type.....
 - (2) Identification size: Length.....feet.....inches.
Outside overall width.....inches. Maximum inside width at seat line.....inches. Overall height..... inches. Maximum length of body from front of chassis dash to rear of floor.....feet.....inches.
 - (3) Weight of body fully equipped but not loaded.....
 - (b) Aisles:
 - (1) Number of aisles and minimum clearance width according to seating arrangement:
Forward facing seats: Number....., width.....inches.
Center seats forward facing, side seats lengthwise.
Number....., width.....inches.
 - (2) Minimum clearance width of aisle leading to emergency door.....inches.
 - (c) Seating capacity according to seating arrangement based on 13-inch rump width:
 - (1) Forward facing with seat centers: 24" Number.....; 25" Number.....; 26" Number.....; 27" Number.....
 - (2) Center seats forward facing 27-inch seat centers, side seats lengthwise. Number.....
 - (d) Seating capacity according to seating arrangement based on 11½-inch average rump width:
 - (1) Forward facing seats with off-center aisle: 24" Number.....

(e) Chassis models upon which body can be mounted and the mounting guaranteed by you:

a	b	c	d	e	f	g	h	i	j
Make	Model	Year	Wheel Base Length	Frame Extension Length	Overall Length Body and Chassis ¹	Tire Size Approved for Maxi- mum Load	Vehicle Ground Clearance Height ²	Wet Chassis Weight	Per Cent GVW ³ on Rear Axle

Sworn to and subscribed before
me day of, 19.....

.....
Notary Public

¹ Distance from bumper to bumper.
² With maximum load at lowest
point of vehicle with 700-20 tire.
Gross vehicle weight.

I hereby certify under oath that the
foregoing statements are correct in
detail and in their entirety and bear
the guarantee of my company.

Signed

Position

Company

Address

MINIMUM QUALIFICATIONS OF SCHOOL BUS DRIVER

So much hinges on the work of the driver that districts should be very exacting in their requirements. The following standards are minimum requirements in all districts of Kentucky for the selection of school bus drivers:

*1. Age

Before entering upon the discharge of his duties, the driver of the school bus shall conform to the law governing age of the driver.

*2. Bond

Each driver or contractor for the operation of a school bus shall be required to give bond for the faithful performance of his contract.

*3. Contract

A written agreement shall be entered into between the board of education and any person employed by such board for the transportation of pupils. Such agreement shall provide that the party contracting with the board or the driver employed by the

board, as the case may be, agrees to comply with and observe all laws governing transportation of pupils and further agrees to comply with all rules and regulations pertaining to school bus drivers and the operation of school buses prescribed by the State Board of Education and the local school authorities. (Section 2739g-69m, Kentucky Statutes.)

*4. *Experience*

Because of the vast difference between operating an automobile and a regular school bus loaded with pupils, the bus driver shall satisfy the employing authority of his ability to drive a school bus. This may be done by filing with the board evidence of his driving experience.

*5. *General Knowledge and Mechanical Ability*

Each board of education shall make definite regulations concerning the mechanical ability and general knowledge which its bus drivers shall have. Each driver shall be required to show his knowledge and ability concerning each of the following:

a. Minor repairs of his bus while on the road.

Every applicant for a school bus driving position shall give evidence of his knowledge of bus maintenance and demonstrate his ability to inspect the vehicle which he operates. A specific plan of preventive maintenance shall be established and administered by the driver.

b. Every applicant for a school bus driving position shall be required to show that he understands what is required of a school bus driver by the general transportation laws, rules and regulations of the State Board of Education, and rules and regulations of the employing board of education concerning transportation of school children.

c. Each driver shall show training in first aid by presenting a certificate from the American National Red Cross.

*6. *License*

The driver shall not be permitted to drive the school bus unless he holds the license required by law.

*7. *Physical Fitness*

No one shall be employed to drive a school bus who is not in good physical and mental health, or who has a communicable or contagious disease, and who does not possess all his limbs. He shall be strong enough physically to handle the bus with ease. HE SHALL HAVE NORMAL USE OF BOTH HANDS, BOTH FEET, BOTH EYES, AND BOTH EARS. Each bus driver shall present at least annually a certificate concerning his physical condition. Such certificate shall be on a form adopted by the State Board of Education and furnished by the employing board. Said certificate shall be from a reputable physician or the local

* Requirements of State Board of Education.

health officer, either of whom shall be designated by the employing board for this purpose.

***8. Substitute Driver**

- a. Substitute drivers shall meet the same requirements as regular drivers.
- b. The regular driver or contractor shall not put on a substitute driver unless said substitute has been approved by the school board. In case of an emergency, a temporary substitute driver may be approved by the local school principal until the regular driver or regular substitute driver's services may be had.

***9. Character and Habits**

He shall be thoroughly reliable, and of good repute, a person whom the children will respect, and whose actions should result in constructive influence over the pupils. He shall be capable of maintaining order.

No person shall be employed or kept in service as a driver of a school bus who uses intoxicating liquors; he shall not use tobacco while in the bus or on the school grounds; and he shall refrain from the use of profane and indecent language.

***10. Personal Appearance**

The driver shall be required to keep clean and neat while operating a school bus. Boards of education may at their discretion require the drivers to wear uniforms.

PHYSICIAN'S CERTIFICATE*

for

School Bus Driver

I, _____, a Registered Physician
of _____ County of _____, State of
Kentucky, hereby certify that I have examined _____ of
_____ whose personal description is as follows:

Age _____ Sex _____ Race or color _____
Height _____ Color of eyes _____
Weight _____ pounds. Color of hair _____
Other marks of description _____

REPORT OF PHYSICAL EXAMINATION

(Note: Answer all questions. Any deviation from normal should be described.)

1. Skin _____ Glands _____
2. Eyes _____
Vision: Right _____ Correctable to _____
Left _____ Correctable to _____
Color Perception (Red, Green, Violet) _____

* Requirements of State Board of Education.

3. Ears
Hearing: Right..... Left.....
4. Nose and Throat
5. Teeth
6. Heart Abdominal Viscera.....
7. Respiratory System
(Any known or suspected tuberculosis in home.)
8. Genito Urinary System
9. Laboratory Examination: Stools.....
Urine Wassermann.....
10. Previous Medical History.....
11. Is the applicant incapacitated in any way?.....

I further certify that I have correctly recorded the results of the examination and that to the best of my judgment he is.....physically qualified for service as a school bus driver.

Place of Examination....., M. D.
Date of Examination.....

OPERATING RULES AND REGULATIONS

1. *Driver's Supervision of Pupils*

- *a. He shall cooperate in enforcing all regulations governing the conduct of pupils from the time they enter the bus in the morning until they alight at the schoolhouse, and from the time they enter the bus at the schoolhouse until they alight at the regular stop for leaving the bus.
- *b. He shall not permit the display of any advertising signs on the bus, either inside or outside of it.
- *c. He shall transport no freight, baggage or merchandise of any kind while the bus is transporting pupils, except property of passengers or the school district.
- *d. He shall not stop and pick up or let off passengers except at regularly designated stops, which stops shall be designated by the board of education, superintendent or the principal of the school.
- *e. He shall transport only those pupils designated by the board of education or the principal of the school or schools he serves. He shall not haul any person who is not a pupil of the school, a teacher or an employee of the board of education unless authorized to do so by the board of education, its authorized agent or the principal of the school he serves.
- *f. He shall see that the bus is parked each day at a designated place for loading before the school closes. The principal of each school shall designate the loading place for each bus and the procedure to be followed. This procedure shall be observed by the pupils and those responsible for supervising the loading of the bus both in taking the children to the school and bringing them home.

* Requirement of State Board of Education.

- *g. At the school building, he shall do all loading and unloading on the school ground. Where this is impossible, he shall do it out of all traffic at the side of the road adjoining the school ground.
- *h. He shall report promptly to the principal any misconduct of pupils on his bus.
- *i. At the direction and under the regulations prescribed by the school authorities, he shall have the children from time to time practice "Safety Drills" in leaving the bus.
- *j. He shall check the seating capacity of the bus with the number of pupils who ride and shall report to the school officials when the capacity is exceeded. It is desirable to have a safe and comfortable seat for each pupil transported.
- *k. He shall be provided with an attendance report form on which to keep a roll of all who ride with him. He shall, if requested to do so, report to the principal each morning the names of those who were absent on the homeward trip the day before as well as those absent that morning.
- *l. He shall not permit a pupil to leave the bus except at the regular stop unless by permission of school authorities or parents.
- *m. He shall not allow any pupil to occupy such a position in his bus as will interfere with his vision to the front, side, or by means of the mirror to the rear, or interfere with the operation of the bus.
- *n. He shall not be required to wait for any pupil at the regular designated stop unless the pupil is observed as making an effort to meet the bus.

2. *Safe Driving*

- *a. He shall report to school officials any road hazards as they occur.
- *b. He shall report to the school officials the license number and, if possible, the name and residence of the driver of any motor vehicle which is operated in violation of the state law pertaining to stopping of motor vehicles approaching a school bus which is stopped to load or unload pupils, or any other violation of the state law when such violation in any way endangers the safety of pupils being transported in his bus.
- *c. He shall not permit a radio to be installed in his bus.
- *d. He shall carry a reasonably accurate watch which shall be checked daily with the principal of the school and his bus shall run on the time schedule which has been made for his route. This bus schedule must be filed with the principal within one week after school starts and shall not be changed except by notice and approval of the principal of the school.
- *e. He shall not stop or pass near the crest of hills or on curves where the sight distance is not sufficient for safe passing.

* Requirement of State Board of Education.

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- *f. He shall give proper signals before stopping and use proper traffic lanes when making turns.
- *g. He shall not drive faster than forty miles per hour when transporting children on the best roads. He shall drive more slowly on gravel and dirt roads or when required by crowded traffic, bad weather, poor roads or other conditions.
- *h. He shall not permit gasoline to be put into the tank while there are any children in the bus or while the motor is running.
- *i. He shall see that the school bus doors are closed at all times when the bus is in motion.
- *j. He shall not operate the bus with the clutch disengaged except when coming to a stop.
- *k. He shall not leave the bus at any time while the engine is running or the brakes are released.
- *l. He shall not run the bus backwards on the ground without proper signaling from a responsible person on the ground.
- *m. He shall not transport with pupils any animals, firearms, explosives or anything of a dangerous or objectionable nature.
- *n. He shall be governed by all rules of the road that apply to the vehicle which he is operating.
- *o. He shall not permit any other person to occupy his seat, drive the conveyance or tamper with the motor or any of its controls unless such person is approved by the board of education.
- *p. He shall bring his bus to a full stop not more than fifty feet nor less than ten feet before crossing any railroad or electric car line. He shall bring the vehicle to a full stop before crossing or entering any through highway or street.
- *q. In case of an emergency which requires the bus to stop on the highway for any length of time, he shall put out warning flares or flags at least one hundred yards in front and behind the bus.
- *r. He shall make a full stop for any pupils to enter and leave the bus.
- *s. He shall observe the definite limits for different parts of the route which the school authorities have set for him.
- *t. He shall use the bus only for transporting pupils, teachers and other employees of the board of education to and from school on regularly designated bus routes. He shall make no other trips unless ordered to do so by the board of education or its designated agent.
- *u. When it is necessary to overtake and pass a slow moving vehicle, he must be sure no third vehicle is drawing near from any direction within five hundred feet.

- *v. He shall slow down to twenty miles per hour and give the customary hand signal before turning left.
- *w. He shall exercise extreme care in the loading and unloading of pupils. Children shall not be permitted to leave their seats until the bus has stopped in the proper position; then each pupil shall get out of the bus in the proper manner without crowding or in any way disturbing others.
- *x. He shall signal to all drivers coming up from the rear before stopping or turning.
- *y. School buses shall not run less than 100 yards apart when it is necessary for them to operate on the same road.
- *z. If patrols are used, the driver shall assist them to see that all children obey the rules of safe conduct and in maintaining order both in going to and from the bus, getting on and off of it, and while it is in motion.

3. *Driver's Care of the Bus*

- *a. He shall not operate a bus which he believes to be unsafe until it is examined and, if necessary, repaired by a mechanic designated by the board of education or its authorized representative.
- *b. He shall check his bus daily before use to see that it has a sufficient supply of water and oil. He shall grease the bus as often as is necessary to keep it in good working order and in safe condition.
- *c. He shall check his bus at least once a week to see that it is in good working order and safe as to brakes, tires, battery, lights, horns, windshield wipers, service door, emergency door, and radiator. He shall have these and all other working parts of the bus checked at least once a month by a competent mechanic who has been designated by the board of education or its authorized agent. The mechanic shall record the information from this inspection on a blank form to be furnished by the board of education and copies shall be sent, one to the bus driver, one to the principal, and one to the superintendent of schools.
- *d. He shall thoroughly clean his bus inside after each day's use and wash it on the inside with a disinfectant recommended by the county health officer at least once a week during epidemics. He shall clean the outside as often as is needed in order to keep the color and lettering clear and easily seen.
- *e. He shall see that his bus is equipped with such tools as necessary to make the usual and ordinary emergency repairs while on the road.
- *f. He shall keep his windshield free from dirt and ice.
- *g. He shall not make any except emergency repairs to a publicly owned school bus or its equipment unless he be the mechanic charged with the maintenance of the bus.

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4. *Miscellaneous Regulations for the Driver*

- *a. He shall report immediately to the proper school and traffic officials any accident in which his bus or any of the pupils riding in it are involved. He shall make such additional reports as are requested.
- *b. He shall, under no condition, carry a load exceeding that which is prescribed by the board of education. The board should determine the maximum load of each bus on advice of the manufacturer.
- *c. He shall not run ahead of the time schedule approved by the principal or principals of the schools he serves.
- *d. He shall not knowingly permit anyone to enter the bus who is under the influence of intoxicating liquor or drugs.
- *e. He shall not knowingly permit a loaded weapon of any sort on the bus.
- *f. He shall not permit dogs or other animals on the bus when the pupils are being transported.
- *g. No school bus shall be used for other than school purposes without permission of the board of education.
- *h. He shall not assign his contract to any third party or employ any third party as a driver without the consent of the board of education or the principal of the school in case of an emergency requiring a temporary substitute driver.
- *i. He shall make all reports required by the Superintendent of Public Instruction, the board of education or principal of the schools he serves.
- *j. He shall follow both the letter and the spirit of the instructions of the county school superintendent and the principal of the school or schools where he transports pupils. He shall also collect any additional data which shall be required by school authorities.
- *k. He shall familiarize himself with all school laws, rules and regulations relating to pupil transportation of the State Board of Education and the board of education which employs him.
- *l. He shall report to the principal :
 - (1) Any occasion where the parent makes a complaint which the driver is not in a position to rectify to the satisfaction of the parent.
 - (2) Any hazard which arises or continues to exist, the cause of which the driver cannot assume full responsibility for the safety of children in his care until the reported hazard has been removed.

REGULATIONS FOR PUPILS

The right of all pupils to ride in the conveyance is conditioned on their good behavior and observance of the following rules and regu-

* Requirements of State Board of Education.

lations. Any pupil who violates any of these should be reported to the school principal.

- *1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
- *2. Pupils shall obey and respect the orders of monitors or patrols on duty.
- *3. Pupils shall occupy the space designated for them by the driver.
- *4. Pupils shall be on time; the bus cannot wait for those who are not on time.
- *5. Pupils shall observe the following:
 - a. Never stand in the road while waiting for the bus.
 - b. Clean their feet before entering the bus.
 - c. Avoid spitting on the floor of bus. Anyone so doing should be reported to the principal.
 - d. Not throw waste paper or other rubbish on the floor of bus.
 - e. Not mar or otherwise deface the bus.
 - f. Not start for school when sick or when any member of their family has a contagious disease.
 - g. Avoid unnecessary conversation with the driver.
 - h. Abstain from the use of tobacco and profane or indecent language.
 - i. At all times keep arms and head inside the bus windows.
 - j. Get on or off the bus or change seats in the bus only when it is not in motion.
 - k. Not leave the bus without driver's consent, except at home or at school.
 - l. Respect persons whom they pass on the routes.
 - m. Report to the driver at once any damages to the bus.
 - n. Walk on the left side of the road, facing the traffic.
- *6. Pupils who must cross the road after alighting from the bus, should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
- *7. Should any pupil persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and after due warning has been given to the pupil, the principal shall then forbid such disobedient pupil the privilege of riding the bus until permission to ride again has been given by the board of education. Written notice of the action of the principal shall be furnished the parent through the board of education, but such notice need not precede action by the principal.
- *8. Any complaints of drivers, pupils, or parents, not specified in the above regulations, shall be reported promptly to the principal or superintendent.

* Requirements of State Board of Education.

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*9. Should the conduct of a pupil on the bus endanger the lives or morals of other people and the offending pupil fails to cease such conduct when requested by the bus driver to do so, it shall be the duty of the driver to put the offender off of the bus and report his action to the principal immediately. This should be done only in extreme cases and as a last resort to protect the safety of other pupils.

*10. Any complaints of drivers, pupils, or parents, not specified in the above regulations shall be reported promptly to the principal or superintendent.

MECHANIC'S INSPECTION REPORT*

Form 13

If an item has no objectionable or dangerous defect, mark "X" in the "YES" column. Contrary to this, mark "X" in the "NO" column.

	YES	NO		YES	NO
Speedometer			Flares		
Foot Brakes			Reflectors		
Emergency Brakes.....			Rear View Mirror		
Steering Mechanism....			Windshield Wiper		
Tires			Clutch		
Headlights			Horn		
Rear Lights			Springs		
Clearance Lights			Muffler		
Auxiliary Lights			Exhaust Pipe		
Stop Lights			Gasoline Tank		
Mechanical Arm			Driver's View		
Signal Device			Doors		
Steps			Glass		
Seats			Hand Rails		
Floor			Interior Lighting		
Interior			Ventilation		
Top			Signs		
Skid Chains			Fire Extinguishers.....		
First-Aid Kit.....			Tools		
Flags					

REMARKS

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* Requirement of State Board of Education.

NAME _____

STATE OF KENTUCKY, } ss.
County of..... }

44

D. The said Bus Contractor or Driver further agrees:

1. To abide by all laws, rules and regulations of the State Board of Education, and rules and regulations of the local district board of education governing the transportation of pupils.
2. To recognize the superintendent or principal of the school as the administrative officer of the Board in charge of all activities of the school, including the transportation of pupils; to follow his instructions and reasonable interpretations in all matters pertaining to the school and the transportation of pupils; and, otherwise to cooperate with said superintendent or principal promptly and cheerfully in every way possible.
3. To drive the route and schedule as designated from time to time by the Board of Education or the superintendent; provided that said route shall not be longer than.....miles; provided further, that the Board reserves the right to lengthen the route by making a corresponding increase in the pay of the Bus Driver.
4. Not to incur any expense against the school district without first having obtained legal authority to incur same.
5. That this contract is void and of no effect unless all of its conditions not specifically struck out are strictly fulfilled, and should said Bus Driver refuse to comply with same he shall forfeit to the above named district any unpaid salary due him.
6. Not to assign this contract to any third party.
7. Not to employ a substitute driver for one or more trips except upon written consent of the Board of Education or its authorized agent.
8. It is also agreed that

Witness our signature this.....day of....., 19.....

....., President or Director

....., Clerk

....., Member, Board of
Education

....., Contractor or Bus
Driver

Approved this.....day of....., 19.....

....., County Superintendent.

SCHOOL BUS DRIVER'S CONTRACT*

(Privately Owned Busses)

FORM 24

STATE OF KENTUCKY

County of..... } ss.

This contract entered into this.....day of....., 19....., by and between the board of education of the.....School District of.....County, Kentucky, hereinafter known as the Board, and.....of....., Kentucky, hereinafter known as the Bus Driver.

Witnesseth:

A. That the said Board has employed the said Bus Driver to drive a bus for the above named school district for a term of.....months during the school year ending June 30, 19....., at a salary of \$.....per month of twenty school days.

B. It is mutually agreed:

1. That no salary shall be paid (1) for days when classroom teachers do not receive pay and (2) for days when school is in session but the bus does not run.
2. That if this contract is violated by either party the other party may terminate the contract by giving the party violating this contract twenty-four (24) hours written notice.

C. The said Board further agrees:

1. To pay the Bus Driver's salary in monthly installments at the same time and in the same manner as the teachers are paid.
2. To furnish the Bus Driver a written copy of all its rules and regulations governing transportation in the district as recorded in its minute book and, when necessary, to render reasonable assistance in enforcing them.

D. The said Bus Contractor or Driver further agrees:

1. To abide by all laws, rules and regulations of the State Board of Education, and rules and regulations of the local district board of education governing the transportation of pupils.
2. To recognize the superintendent or principal of the school as the administrative or executive officer of the Board in charge of all activities of the school, including the transportation of pupils; to follow his instructions and reasonable interpretations in all matters pertaining to the school and the transportation of pupils; and, otherwise to cooperate with said superintendent or principal promptly and cheerfully in every way possible.
3. To drive the route and schedule as designated from time to time by the Board of Education or the superintendent; provided that said route shall not be longer than.....miles; provided further, that the Board reserves the right to lengthen the route by making a corresponding increase in the pay of the Bus Driver.

* Requirements of State Board of Education.

4. To provide a bus chassis to be approved by the Board or its authorized agent and to maintain it in a condition satisfactory to the Board, at his own expense.
5. To pay all cost of maintenance operation of the bus regularly driven by him on regular school bus routes.
6. To provide a bus body to be approved by the Board or its authorized agent and to maintain it in a condition satisfactory to the Board at his own expense.
7. Not to incur any expense against the school district without first having obtained legal authority to incur same.
8. That this contract is void and of no effect unless all of its conditions not specifically struck out are strictly fulfilled.
9. Not to assign this contract to any third party.
10. Not to employ a substitute driver for one or more trips except upon consent of the Board of Education or its authorized agent.
11. To carry liability and indemnity insurance.
12. It is also agreed that.....

Witness our signature this.....day of....., 19.....
, President or Director
, Clerk
, Member
 Board of Education
, Contractor or Bus
 Driver
 Approved this.....day of....., 19.....
, County Superintendent.

SCHOOL BUS DRIVER'S CONTRACT*
 (Privately Owned Chassis and Publicly Owned Body)
 Form 25

STATE OF KENTUCKY } ss.
 County of.....

This contract entered into this.....day of....., 19.....,
 by and between the Board of Education of the county school district of
County, Kentucky, hereinafter known as the Board,
 andof....., Kentucky,
 hereinafter known as the Bus Driver.

WITNESSETH:

A. That the said Board has employed the said Bus Driver to drive a
 bus for the above named school district for a term of.....months during
 the school year ending June 30, 19....., at a salary of \$.....per
 month of twenty school days.

B. It is mutually agreed:

1. That no salary shall be paid (1) for days when classroom

* Requirements of State Board of Education.

teachers do not receive pay, and (2) for days when school is in session but the bus does not run.

2. That if this contract is violated by either party, the other party may terminate the contract by giving the party violating this contract twenty-four (24) hours written notice.

C. The said Board further agrees:

1. To pay the Bus Driver's salary in monthly installments at the same time and in the same manner as the teachers are paid.
2. To provide a bus body and maintain it in good operating condition at the expense of the district.
3. To furnish the Bus Driver a written copy of all its rules and regulations governing transportation in the district as recorded in its minute book, and, when necessary, to render reasonable assistance in enforcing them.

D. The said Bus Contractor or Driver further agrees:

1. To abide by all laws, rules and regulations of the State Board of Education, and rules and regulations of the local district board of education governing the transportation of pupils.
2. To recognize the superintendent or principal of the school as the administrative officer of the Board in charge of all activities of the school, including the transportation of pupils; to follow his instructions and reasonable interpretations in all matters pertaining to the school and the transportation of pupils; and, otherwise to cooperate with said superintendent or principal promptly and cheerfully in every way possible
3. To drive the route and schedule as designated from time to time by the Board of Education or the superintendent; provided that said route shall not be longer than.....miles; provided further, that the Board reserves the right to lengthen the route by making a corresponding increase in the pay of the Bus Driver.
4. To provide a bus chassis to be approved by the Board or its authorized agent, and to maintain it in a condition satisfactory to the Board, at his own expense.
5. To pay all cost of maintenance operation of the bus regularly driven by him on regular school bus routes and pay all cost of damage done to the body shown to be due to his neglect.
6. Not to incur any expense against the school district without first having obtained legal authority to incur same.
7. That this contract is void and of no effect unless all of its conditions not specifically struck out are strictly fulfilled, and should said Bus Driver refuse to comply with same, he shall forfeit to the above named district any unpaid salary due him.
8. Not to assign this contract to any third party.
9. Not to employ a substitute driver for one or more trips except upon written consent of the Board of Education or its authorized agent.
10. To carry liability and indemnity insurance.

11. It is also agreed that.....
.....
.....

Witness our signature this.....day of....., 19.....
....., County Board of Education
....., Secretary
....., Chairman
....., Bus Driver or Contractor

Approved this.....day of....., 19.....
....., County Superintendent
....., County Board of Education

BOND FOR SCHOOL BUS DRIVERS*

Form 26

The following form of bond is suggested for use in districts where the drivers are under bond for the faithful performance of the duties pertaining to their contracts.

BOND

State of Kentucky, County of.....ss.

KNOW ALL MEN BY THESE PRESENTS:

THAT....., as principal, and
.....and.....as sureties, are
hereby firmly bound by these presents to the Board of Education of.....
.....County School District, in the penal sum of
..... (\$) dollars in lawful money
of the United States, for the payment of which sum well and truly to be
made, the said principal and sureties bind themselves, their heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these
presents.

Signed this.....day of....., 19.....

The condition of this obligation is such that,

WHEREAS, said principal has entered into a written contract with the
above mentioned school district dated the.....day of....., 19.....,
whereby the said principal herein was employed to drive the school wagon
or truck on route No..... of such district, according to the terms and
conditions of said contract, a copy of which is hereto attached and made a
part hereof.

NOW, THEREFORE, if the said.....
shall faithfully perform and discharge all his duties as provided for and
agreed to in the contract hereinbefore mentioned, and in accordance with
all the terms and conditions thereof, then this bond shall be null and void,
otherwise to be and remain in full force and effect.

IN WITNESS WHEREOF, we have hereunto set our hands and seals
on this.....day of....., 19.....

* Requirement of State Board of Education.

WITNESSES:

..... As to Principal	 Principal
..... As to First Surety	 First Surety
..... As to Second Surety	 Second Surety

BOND*

Form 27

KNOW ALL MEN BY THESE PRESENTS:

That we, principal, and
..... and
of, Kentucky, as sureties, are held and firmly
bound unto the school board of District, county
of, and State of Kentucky, in the full
and just sum of dollars, lawful
money of the United States, for the payment of which we bind ourselves,
our heirs, executors, administrators, successors, and assigns, jointly and
severally, by these present.

Now, Therefore, the Conditions of the above Obligation are such, that
if the above bounden shall faithfully and
truly perform a contract for the transportation of certain school children of
..... School District of County,
Kentucky, according to the manner therein specified and agreed upon, and
for the consideration therein named, which said contract is hereto attached
and made a part hereof, and entered into this day of
19....., between the said and the School Board of
..... District of County,
Kentucky, as required by law, then this obligation to be void, otherwise to
be and remain in full force and virtue.

In witness whereof, the said and sureties
have hereunto set their hands and seals this day of
....., 19.....

..... Principal
..... Surety
..... Surety

STATE OF KENTUCKY

..... County

Before me,, a Notary Public, in and
for County, Kentucky, this day of
....., 19....., A.D., personally appeared the
said, to me known and known to me to
be the individual who executed the foregoing bond, and he acknowledged
to me that he executed the same.

.....
Notary Public

* Requirements of State Board of Education.

Chapter 3

ADMINISTRATION AND SUPERVISION

In providing transportation service, there are certain administrative and supervisory duties resting upon those responsible for carrying out a desirable transportation program.

It is believed that if the suggested responsibilities listed below are made effective they will materially aid in providing more adequate transportation facilities in a safe, economical, sanitary, and comfortable manner.

SUPERINTENDENT OF PUBLIC INSTRUCTION

1. Cooperate with district school officials in increasing safety and protecting the health of pupils transported, securing efficiency and economy of operation, and providing adequate equipment and intelligent planning of transportation routes in accordance with state regulations.
2. Conduct state-wide studies and assemble definite information useful in determining standards, unit costs, and relative values including relative costs and values of county-owned and contract buses; and make this information available to school officials.
3. Devise and recommend record and report forms to provide needed state-wide information concerning transportation and to assist county school officials in planning adequate and economical transportation programs.
4. From time to time to recommend to the State Board of Education changes in transportation regulations considered essential to proper operation and development of the State education program.
5. Arrange conferences and training courses for school bus drivers.
6. Execute and enforce such policies as are adopted by the State Board of Education.

COUNTY SUPERINTENDENT

1. Maintain a continuing study of transportation routes, costs, and needs in the county; and to participate in state-wide, or special transportation studies by preparation of records and maps showing bus stops in accordance with instructions from the Superintendent of Public Instruction.
2. Make such reports on transportation as may be required by the Superintendent of Public Instruction.
3. Prepare and keep up to date at all times a map or maps of the county showing the locations of all schools and the attendance area of each school, the location of each transportation route, type of road covered, stops designated for each school bus, and the areas designated as non-transportation zones.

4. Consult with each school principal concerning:
 - a. The adequacy of transportation service and efficiency of drivers;
 - b. See that pupils are instructed in safety education covering hazards faced by the individual children, conduct on the bus, traffic laws and school transportation regulations.
5. Recommend and nominate to the county board of education duly qualified school bus drivers for all school bus routes.
6. Submit reports and recommendations to the county board of education for consideration of transportation matters, including the following:
 - a. Proposed routing of school buses shown by maps and by data for each route descriptive of the roads, bus, driver, pupils and schools served, complete costs of the service, and proposed non-transportation zones.
 - b. A cost accounting for each bus and route, covering expenditures for (1) new equipment, (2) salaries, (3) operating expenses for county-owned buses including fuel, tires, repair, etc., (4) contract costs.
 - c. Outline of the county's bus maintenance plan stating for each bus and driver the names of persons responsible for (1) making emergency repairs, (2) mechanical check of bus not less than once each month, (3) purchase of fuel, (4) accounting of bills for fuel and other operating supplies and services, (5) supervision of operation; all record, reporting, and accounting forms used in the county's transportation program to be included in this report.
 - d. Proposed policies and regulations which are planned to achieve greater equalization of educational opportunities within the county and/or to result in greater safety, efficiency or economy of the service.
 - e. Description and location of road and traffic hazards which the county board should officially call to the attention of county or city officials who are responsible for their correction.
7. Supervise transportation and execute such policies as are adopted by the county board of education, and to enforce all regulations of the State Board of Education and all supplementary regulations of the county board that are in harmony with the State regulations.

SCHOOL PRINCIPAL

1. Cooperate with the County Superintendent and bus drivers in arranging a schedule to serve the children and meet the needs of the school and to keep the schedule posted in the school.
2. Cooperate with the County Superintendent in planning routes that serve the school.

3. Report to the County Superintendent major infractions of rules by bus drivers and frequent deviations from time schedules, and complaints of parents which have not been rectified to the satisfaction of the parent.
4. Report to the County Superintendent as promptly as possible any deficiency in equipment, in maintenance or operation or equipment which serves the principal's school and comes under his observation or is reported to him; and to note particularly whether regulations are being observed concerning:
 - a. Neatness of driver.
 - b. Cleanliness of bus.
 - c. Promptness and accuracy of driver's reports.
 - d. Maintenance of schedule.
 - e. Orderly loading, seating, and unloading of children.
 - f. Condition of tires.
 - g. Emergency door in rear not regularly used.
 - h. Emergency door protected from accident release, but may be quickly released if needed.
 - i. Driver's mirror satisfactory.
 - j. Entrance door operated by driver at his seat.
 - k. Seats adequately cushioned.
 - l. Schedule followed.
 - m. Bus apparently in good running order throughout.
 - n. Regular driver present.
5. Plan the program of the school so that children who arrive early or remain late on account of transportation schedules will be under school supervision at all times and will, in so far as practicable, have a planned program of activity.
6. Assume responsibility for all disciplinary cases reported by the driver concerning pupils enrolled in his school.
7. Maintain a map, when practical, showing (1) the attendance areas of the school, (2) the zones within these areas served by transportation at public expense, and (3) the non-transportation zones in which bus service is not available to pupils.
8. See that transportation records are properly kept and that reports to be made by bus drivers are promptly and correctly made.
9. Make monthly and annual reports to the County Superintendent on prescribed forms.
10. Be responsible for supervision of loading and unloading bus children, and to assign these duties to teachers or others in the school organization as necessary.
11. Incorporate in the school curriculum such instruction as is needed to result in children transported either by school bus, private car or otherwise, becoming alert to the particular hazard faced by each individual child. Each child should describe the hazards involved in his own environment and the precautions to be taken, and emphasis should be placed on special responsibilities assigned to each transported pupil by regulation of the State Board of Education and the county board of education.

THE DRIVER

To attend and participate in all conferences and training classes for school bus drivers which may be held in the driver's county, and to be prepared at any time to pass successfully a reasonable examination concerning traffic laws, state and county transportation regulations, driving ability, first aid, and any special physical examinations, when such examinations are requested by the Superintendent of Public Instruction or by the county board of education.

Superintendents and principals of schools should conduct frequent meetings of bus drivers. At such meetings, the topics for discussion may be some of the following:

1. Getting the pupils across the highway after they have alighted from the bus.
2. Operating buses on slippery roads or on days when the visibility is not good.
3. Operating school buses across railroad tracks.
4. What to do in case of accident. (Some instructions in first aid, care of the injured, sending for help, etc. The individual drivers may demonstrate their methods of procedure under such circumstances.)
5. Discussion of operating rules and regulations required by law, the State Board of Education, and the regulations of the Highway Patrol.
6. Terms of the contract, schedules, road conditions, traffic regulations, inspection of equipment, reports, etc.
7. Local transportation problems, such as improvements of roads, gravel roads, guard rails, snow drifts, etc.
8. Organization of school patrols.

PUPILS¹

Principles, teachers and bus drivers should instruct pupils in how to deport themselves safely. At the beginning of the term, each teacher should assume the responsibility of explaining in detail all regulations relating to transportation. It might be well to quiz pupils to determine that every one of them understands the information which has been given them. From time to time, additional lessons in safety should be taught on the basis of serious violation of rules and regulations which occur locally or in other places as reported in newspapers. Reports of accidents and near-accidents can be used as a basis of useful lessons.

1. *Some topics for lessons in safety follow:*
 - a. Safety at work.
 - b. Safety at play.

¹ See Chapter 5, OPERATING RULES AND REGULATIONS FOR REGULATION OF THE PUPILS.

- c. Safety in the home.
- d. Safety on the highways and streets.
- e. Fire prevention.

2. *Instruction of patrols.*

- a. The safety patrol prevents accidents by :

- (1) Directing foot traffic.
- (2) Eliminating "Jay Walking"—encourage children to cross streets at corner.
- (3) Keeping children out of the streets.
- (4) Discouraging the "stealing" of rides on wagons and automobiles.
- (5) Assisting in assembly, recess, dismissal, fire drills, and at playgrounds.

- b. Provides opportunities for development of :

- (1) Character—by stressing loyalty, obedience to authority, restraint and cooperation
- (2) Citizenship—by fostering respect for law and individual responsibility for assistance to local officials.
- (3) Leadership—by encouraging pupil organization and administration under competent direction.

3. The objectives of such safety instruction should be to develop in each individual :

- a. Safety habits.
- b. A consciousness of his responsibility for safety of others.
- c. A responsibility on his part in developing a safer community.
- d. Some understanding of the cause of accidents and how to prevent them.

PARENTS

Each parent has a certain responsibility for the success and safety of the school transportation program in his community. Parents can assist materially in the success of the transportation of his children by lending sympathetic cooperation to both the driver and school officials. Some of the things which parents may do are :

- 1. *Cooperate* with the school officials and bus driver to the end of promoting a safe and efficient service.
- 2. See that the family clock keeps school time.
- 3. See that the children get to the bus stop on time. It cannot wait for children who are late. School bus regulations provide that he wait only for those pupils who are observed from the stop as making an effort to catch the bus.

4. In bad weather bring the children to the bus and get them on their return trip in the evening so the children may be protected from the weather.
5. Make suggestions for improvement of transportation service.
6. Use their influence in the improvement of roads in their sections.

BUS OWNER

The bus owners are required to submit their vehicles for inspection at stated intervals. They are required to present to designated school officers a statement from a competent mechanic that an inspection has been made. This inspection should include all items listed in Form 13 herein. See Chapter 5, Driver's Care of Bus, Item 3, for State Board requirement.

Chapter 4

THE SCHOOL BUS DRIVER

SELECTION

One of the most important functions of school officials in operating a successful transportation program consists of the employment of school bus drivers. Since the development of pupil transportation is comparatively recent, it is natural that the qualifications for school bus drivers have not become uniform. There are but few standards which are generally observed throughout the State. A dependable driver for every school bus is absolutely essential for the successful operation and maintenance of a system of school transportation. The best driver obtainable is none too good for the safety of the school children. The driver should be selected for dependability, good habits, his knowledge of the rules of the road and his tested ability to drive a bus properly. No school bus is safer than the driver who operates it.

Drivers may meet the letter of every requirement adopted by those in authority or of law and still prove incompetent because of indifference, carelessness or unsafe driving practices. The driver's safety record and an intimate knowledge of his customary driving practices should be regarded as the ultimate test of his fitness for continuance in service or reemployment.

School officials should use every precaution at their command in the selection of a school bus driver. Each board should adopt a definite set of regulations and policies relating to the employment of their drivers.

REGULATIONS

1. *Experience, Knowledge and Mechanical Ability*

Requirements No. 4 and No. 5 on "Minimum Qualifications of Drivers", page 34, prescribed by State Board regulations, provide that each board of education shall make definite regulations concerning the *experience* it will require and the *general knowledge and mechanical ability* which drivers should have before they are eligible to be employed. In order to meet this requirement of the State Board of Education, boards of education should designate a definite number of years of experience which persons must have had in driving automobiles and trucks before they will be considered as eligible to be employed as bus drivers.

These minimum qualifications for the driver have been prescribed by the State Board of Education in order to make it easier

to secure desirable applicants. It will be necessary for local boards to have supplementary rules and regulations to those adopted by the State Board of Education.

Each board must exercise good judgment too in evaluating personal traits of applicants for driving positions. Among the things most important to be considered in these regulations are:

- a. *Experience.* Preference should be given to experienced drivers with clean safety records, who have been successful in hauling children on buses and who have shown their ability to cooperate with principals of the schools they serve and with the parents of the children of the districts which their buses serve.
- b. *Medical Examinations.* Applicants are required to be examined at intervals by designated authority to determine whether they are physically and emotionally qualified for first or continued employment. Requirement No. 7 on "Minimum Qualifications of Drivers", page 35, prescribed by State Board regulations, provides that each bus driver shall present at least annually from a reputable physician a certificate concerning his health. The findings of this examination are to be recorded on forms approved by the State Board of Education and furnished by the local board of education and presented by the driver to the employing board. From this report they shall determine his physical fitness.
- c. *First Aid.* Applicants are required to be proficient in first aid. They should be required to take such tests as will show that they are sufficiently acquainted with laws, safety facts, and rules and regulations as to make them safe drivers for school buses.
- d. *Contractors.* Contractors who own and operate buses which they do not drive should be required to select persons and pay salaries only on approval of the board of education and the superintendent.

2. *What Every School Bus Driver Should Know*

The requirements of the State Board of Education also provide that boards of education make regulations concerning the information which drivers shall have. Each driver should be required to indicate, by test, his knowledge of:

- a. State laws
 - (1) General traffic laws.
 - (2) School transportation laws.
- b. Rules and regulations.
 - (1) State Board.
 - (2) Local Board.
- c. Buses.
 - (1) Maintenance and equipment.

- d. Factors influencing costs.
- e. Safety factors.
- f. Efficient routing and relating factors.
- g. Driver examinations.

An applicant for a driving position should show his knowledge of the factors suggested above by taking a test which would cover the fundamental points concerning each of the topics outlined. Such a test should be given by the superintendent of schools. If a highway patrolman is available, he might secure the aid of the patrolman to give the applicant the examination, as well as a driving demonstration to determine his fitness as a driver.

There has recently been published a very valuable pamphlet entitled "Motor Vehicle Operator's Manual". This pamphlet contains information on "what every driver should know to obtain a Kentucky motor vehicle operator's license." It is published by the Kentucky Highway Patrol. This organization will be glad to assist any superintendent and board of education in determining the fitness of applicants for the position of school bus driver.

TRAINING OF SCHOOL BUS DRIVERS

Since pupil transportation is a legitimate phase of the education program, it is the responsibility of school authorities to provide adequate facilities whereby school bus drivers can be trained. They should secure the cooperation in this connection of different safety agencies in offering training for their drivers. The school officials should be able to supplement such training with bulletins, group conferences, practical demonstration, field trips, records and reports, and case studies.

Each district or county teachers' association can very easily provide for sectional meetings for the school bus driver at the time of their meeting.

Any program of driver education should be organized and administered around the major objectives of safety, efficiency and economy in pupil transportation. The driver's attitude and habits of action are problems that must be considered by the school personnel management. Some things that may be done in this connection are as follows:

1. Have such contacts with them and prepare such material for their consideration as will show the important place which they occupy as members of the school employed personnel.
2. Drivers should be given invitations to school functions. If they make special trips they should be adequately compensated for them.

3. The principal of the school should have frequent conversations with his drivers. During these discussions, they may consider policies and problems of general interest.
4. During the year there should be meetings to which the bus drivers are invited. These meetings should be conducted as professionally as are teachers' meetings.
5. An endeavor should be made to develop in the driver an honorable and professional attitude toward his job.
6. The school administrator should serve the school bus driver just as faithfully as the other groups are served.

TEST RECOMMENDED BY SECTION 2739m-67, KENTUCKY STATUTES¹

Recommended in Section 2739m-67, Kentucky Statutes, of the Uniform Vehicle Code and in use in Kentucky today are the following tests; 1) test to read and understand road signs; 2) vision test; 3) law test; and 4) driving test.

1. *Reasons for the test.*

When efficiently administered, the types of tests listed below can accomplish much.

- a. They impress upon the operator the fact that driving is a privilege.
- b. They endeavor to impress upon the operator an appreciation of his responsibilities to pedestrians as well as to the motoring public.
- c. They determine his ability to read and understand road signs.
- d. They require correction of faulty vision.
- e. They test his ability to handle his car with reasonable skill and thus insure a minimum of training on the part of new drivers.
- f. They test the applicant's knowledge and understanding of traffic laws, driving rules and regulations and safe driving practices.
- g. They weed out crippled and physically defective operators.

2. *Minimum driver license examination.*

The following minimum standards for the regular driver license examination are now effective in Kentucky:

a. *Road Sign Reading Test*

Every applicant for the driver's license shall be able to read and understand highway signs regulating, warning and directing traffic in the English language.

b. *Vision Test*

The examiner tests the eyesight of every applicant for the driver's license. Visual acuity with or without glasses

¹ Used by permission of Kentucky Highway Patrol, Frankfort, Kentucky.

must be such that the person can distinguish a series of letters on a correctly illuminated chart at a distance of twenty feet.

This requirement is termed 20/40 according to the Snellen rating. If the applicant is unable to pass the above test with either one or both eyes he is asked to have his sight corrected and return later for another examination. If an applicant requires glasses to pass the visual requirements he is issued a license restricting him to drive only while wearing proper glasses.

The applicant's eyes are tested separately. If one of his eyes is significantly poorer he is informed of the fact and cautioned to be especially alert to dangers from that side

c. *Law Test*

Every applicant for the driver's license shall have a reasonable understanding of the traffic laws of the state. The department prints and distributes to each applicant for the driver's license an illustrated manual summarizing in simple language the laws governing the operation of a motor vehicle together with relevant safety information. At least one hundred questions based upon the information in the driver manual and phrased in simple language is available for the applicant to study. From these standard questions a number of shorter sets of questions (10 in each set) are furnished all examiners to use in rotation. Unless the applicant can answer correctly at least 70% of the questions asked, and has obviously read and understood the manual, he is rejected.

d. *Road Test*

The examiner requires every applicant to demonstrate his ability to exercise ordinary and reasonable control in operating a motor vehicle. The road examination is given over standard courses two or three of which are available at each examining point.

The standard courses are laid out according to written instructions and adjustments made so that they will conform approximately to the following conditions:

- (1) To be not less than one mile and a half in length.
- (2) To contain enough features for a test of from twelve to fifteen minutes' duration.
- (3) To include
 - (a) Situations for shifting, applying brakes, turning around, and parking.
 - (b) Right and left turns.
 - (c) Intersections with signs and signals.
 - (d) Business or congested district.
 - (e) Residential district.

A detailed written procedure is available to examiners covering instructions for giving the examination and scoring. Examiners observe carefully all the actions of the applicants. In case he does not drive satisfactorily the examiner notes on the report form provided, the reason for failure. Badly handicapped operators are given a special examination to test their ability to drive in spite of their defects. Such operators are issued a restricted license with the nature of the restrictions noted clearly on the license certificate. Epileptics and mentally diseased operators cannot be licensed. No person is licensed who is addicted to the use of narcotics or habit forming drugs or the excessive use of alcoholic liquors and beverages.

Since the examination is given both for the education of drivers and the elimination of unskilled operators, the examiner informs the applicant about his weak points and how they can be improved or overcome.

3. *Sample test or examination*

The following is a copy of a test secured from the office of the superintendent of schools of Pike County. It was used as a basis of a test for determining the qualification of applicants for driving positions in that county.

NAME..... ADDRESS..... AGE..... DATE.....

TRUE AND FALSE

EXPLANATION: If the statement is True circle the (T), if false circle the (F) at the beginning of each statement.

EXAMPLE: (F) T 1. All cars have mechanical brakes.

- | | | | |
|----|----|-----|--|
| F. | T. | 1. | A person must be 16 years of age before he can be issued an operator's license. |
| F. | T. | 2. | A non-resident is anybody who does not live in Kentucky. |
| F. | T. | 3. | Anyone may drive a school bus in Kentucky without an operator's license. |
| F. | T. | 4. | All motor vehicles are required to have two head lights. |
| F. | T. | 5. | The circuit court can revoke your license if you have been found guilty of reckless driving three times within one year. |
| F. | T. | 6. | The circuit court can suspend one's license for one year for certain causes. |
| F. | T. | 7. | Driving at a speed in excess of 45 miles per hour is considered unreasonable and dangerous. |
| F. | T. | 8. | According to law Pedestrians do not have a right to walk on the highway. |
| F. | T. | 9. | A left turn shall be indicated by extending the hand or arm in an upward position. |
| F. | T. | 10. | According to law school buses are not to stop on the highway and load and unload school children. |

COMPLETION

EXPLANATION: COMPLETE THE sentence by filling in the blank with the word or phrase that makes the statement true.

EXAMPLE: 1. Every car should be equipped with a foot and hand brake.

1. A motor vehicle is.....
2. An intersection is.....
3. The..... is an agency for the enforcement of Kentucky's highway laws.
4. To be a school bus driver the law requires one to be.....years old.
5. Give the number of feet a good driver with excellent brakes will allow to stop at the following rates per hour:

Going 60 miles per hour he will allow.....feet to stop.

Going 40 miles per hour he will allow.....feet to stop.

Going 30 miles per hour he will allow.....feet to stop.

Going 20 miles per hour he will allow.....feet to stop.

SCORE.....

6. When you are meeting cars at night you are supposed to.....your lights.
7. Stop or slow signal shall be indicated by extending hand and arm.....direction.
8. A right turn shall be indicated by extending the hand and arm in an.....position.
9. No school bus is to make more than.....miles per hour on a hard-surface road.
10. A school bus is.....

MULTIPLE CHOICE

YOU Are driving down a long steep hill. You should: (Mark one by placing an (X) in front of the correct answer.)

- () 1. Use the breaks steadily to slow up but keep your gears in high.
- () 2. Put gears in neutral, press the brake on and off as you go along.
- () 3. Use first the foot brake and then the hand brake to keep either one from overheating.
- () 4. Leave gears in high and use only the hand brake.
- () 5. Put gears in second or low, depending on the grade, and let engine act as a brake.

While attempting to stop on a wet pavement, your rear wheels begin to skid toward the right. You should: (Mark one by placing an (X) in front of the correct answer.)

- () 1. Speed up to bring your car out of the skid.
- () 2. Use the hand brake.
- () 3. Take your foot off the accelerator, turn wheel in opposite direction of the skid but do not apply the brakes.

- () 4. Give the wheel several quick turns to the left and right while pressing the brake lightly.
- () 5. Take your foot off the accelerator, turn the wheel in the direction of the skid but do not apply the brake.
- () 6. Press the brake lightly but quickly off and on.

Mark with an (X) five of the most important things to keep in shape for safety on your own car. Put the X in front of the word.

- () 1. safty glass. () lights. () bumper. () horn. () radiator.
- () wheel alignment. () steering gear. () brakes. () seat cover. () oil gauge. () speedometer. () windshield wiper. () ignition system. () carburetor. () cap on gas tank.

You are driving toward a double-track railroad crossing not guarded by lights or gates. A long freight train has just passed on the near track. You should : [Mark one answer with an (X)].

- () 1. Stop and wait until you can see on both sides for a safe distance.
- () 2. Get across track as quickly as possible so as not to delay cars behind you.
- () 3. Keep on at same speed if everything looks clear.
- () 4. Slow down to ten miles per hour and look both ways.
- () 5. Go ahead slowly to avoid the bump at the crossing.

When you park with your car headed down hill you should: (Mark only one with an (X) in front of correct answer.)

- () 1. Lock the car.
- () 2. Leave the car in low gear.
- () 3. Leave the car in reverse gear.
- () 4. Turn the front wheels toward the curb or side of road and set the hand brake.
- () 5. Turn the front wheels away from the curb or side of the road and set the hand brake.
- () 6. Leave the gears in neutral and set the hand brake.

Your first duty when pulling out of a parking place is to: (Mark one with an (X) in front of the correct answer.)

- () 1. Blow your horn.
- () 2. Give a left turn signal.
- () 3. Make sure that you can safely pull out into the street or road.
- () 4. Watch for pedestrians coming from behind other parked cars.
- () 5. Make sure that your car doors are closed tightly.

DISCUSSION

1. How should a car be controlled when right wheels strike a soft shoulder?
2. If you were going down a grade at 60 miles per hour while driving a school bus and your brakes fail, what would you do?.....
3. If you were to come to a stop light and it was on RED, a policeman tells you to go ahead: what would you do?.....

4. When are you allowed to drive on left hand side of road?.....
.....
5. When you come to a sign on the highway that reads like this:
(25 miles speed limit ends here) What do you do?.....
.....
6. Does the law allow you to operate a car displaying a RED LIGHT
visible from directly in front?.....

PROCEDURE FOR EMPLOYMENT

In order to meet the requirements of the State Board of Education referred to above, the procedure of boards of education in the employment of school bus drivers should be as follows:

1. Secure the required health certificate.
2. File an application with the superintendent. This application should show whether the applicant is of the minimum age as required by law and whether he has sufficient driving experience to meet the requirements prescribed by regulations.
3. Take the driver's test. If the health certificate and experience as shown in his application indicate that he is eligible, he should then be permitted to take the test to determine whether or not he has sufficient knowledge of the laws, rules, regulations and other facts necessary for a safe driver.
4. Take Red Cross First-Aid course required by Item 5 in "Minimum Qualifications".

If the information secured from the above suggested procedure shows that he meets the requirements, he then becomes one of a list of eligible applicants from which the Board may select its driver on the recommendation of their superintendent.

AGE

The driver should not be less than twenty-one years of age (Sec. 2739m-38, Ky. Statutes.) Thirty-three states require drivers to be twenty-one years of age when they drive public motor buses. Ninety-seven per cent of the drivers of public buses are from twenty-one to forty-five years of age.

Persons selected to operate vehicles transporting pupils to and from school must be of high or good average intelligence. Many emergencies arise suddenly in the operation of school buses upon the highways, which require quick thinking, good judgment, and correct execution in order to prevent an accident and possible injury or death to the pupils.

TEACHERS AS DRIVERS

In some districts, teachers are used as drivers. Arguments for and against this action may be found in almost every school district.

Usually the arguments used for the teachers as drivers are: better discipline along the route, more contact with pupils, and economy. Some of the arguments against it are: teachers take up time and energy in truck driving that should be used for teaching. They have less time for recreation, no time for faculty meetings, and a good teacher may be a bad driver, or vice versa. All in all, it is more satisfactory to use other drivers than teachers.

PAYING THE DRIVER

Bus drivers should be selected with the same care that is used in employing teachers. A definite pay schedule should be worked out as a means of compensating drivers for their work. It is rarely ever wise to select them on competitive basis with the job to be awarded to the lowest bidder. If it is awarded by bid, it should be to the lowest and best bidder and much care should be used in determining the qualifications of the proposed driver.

A study made in 1935-36 by Mr. Thomas Sheldon Reynolds, and reported in his thesis on School Transportation in Kentucky, gives some information on the average salaries paid drivers of county-owned buses. We find that the highest salary paid was ninety-four dollars per month and the lowest paid was fifteen dollars per month. In this study he got reports from fifty counties. The average salary for the fifty counties was forty dollars per month. The fifty counties represented were scattered throughout the state.

It should be borne in mind, however, that the transportation situation of 1939-40 is much more complicated than it was in 1935-36, and that the figures set at that time may not serve as an accurate basis for this service now. Several superintendents in the state have reported that their boards of education have adopted a salary schedule of some form or other. Some are paying on the basis of per pupil mile transported. A great majority, however, are paid a definite salary per month.

SCHOOL BUS DISCIPLINE

In fairness to all drivers, we must remember his side of the driving situation. In consolidated schools, where children are transported daily, new problems in discipline present themselves as a result of such transportation. All day the classroom teachers hold pupils in check. When school closes, they make a mad rush for the bus in order to sit beside a friend. Unless some orderly procedure is required, this scramble becomes terrific.

When the bus starts, the driver must sit with his back to the pupils, in order to observe roadside hazards, as well as traffic regula-

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tions. Many situations may arise which need his attention. Besides this, sometimes his bus is not in the best running condition. It may not be hitting on all cylinders. All this shows the necessity for teachers and other school officials calling attention of pupils to the hazards involved in such a plan of going to and from school. There are certain courtesies due him and they are very necessary to the happiness and safety of all the passengers. The bus driver needs such aid from pupils, parents, and officials, in order that he may concentrate properly upon the big job of safe driving. Most teachers are instructing their pupils on safe and sane bus conduct at more or less frequent intervals. Infrequent campaigns will not be enough. Keeping everlastingly at it is not too much for adequate safety. It requires the wholehearted support and work of parents, pupils, teachers and school officials, as well as drivers.

1. *School Bus Patrols*

The organization of a school bus patrol may assist the driver to secure the aid which he needs under the conditions described above. Such a patrol may assist in maintaining discipline on the school bus, aid the driver at railroad crossings, and direct pupils in crossing highways when they alight from the school bus. These patrols should be appointed by the superintendent or principal. Two or more pupils should serve as patrol members on each vehicle carrying pupils to and from school.

In selecting the pupils for this service, the personality, strength, physical size and nearness of the home of the pupil to the end of the bus route should be taken into consideration. Substitutes should be appointed to serve on days when the regular patrol members are absent. One of the two regular members of the bus patrol should take his position in the rear of the bus near the emergency door; the other should supervise the operation at the regular entrance door and perform such other duties as will naturally be assigned to his position. They may serve alternately at these two positions.

A bus patrol is under the supervision of the driver and is to obey his direction. He is a monitor in the dictionary sense of the word, "one who advises or cautions." The bus driver should be present at the organization of a bus patrol and should be familiar with all rules and regulations governing the duties and functions of a patrol member. When it appears that the patrol is having difficulty in carrying out duties and functions, the driver shall give the necessary assistance. The bus driver is responsible for the safety of pupils and the bus patrol in no way releases the driver from such responsibility. Some of the duties of the bus patrol are:

- a. Supervise the loading of pupils in an orderly and safe manner. One patrol should board the bus to supervise seating and to maintain order. The other should remain outside

to aid in forming the pupils in single file to board the bus one at a time and to prevent pushing and other dangerous horseplay.

- b. See that all pupils are on bus and seated before it leaves the school grounds.
- c. Prevent pupils from getting on or off the bus while it is in motion.
- d. Permit no pupils to move around on the bus while it is in motion.
- e. Assist the bus driver in checking attendance; make whatever reports may be assigned to the patrol by the principal of the school.
- f. Keep the aisles free from books, lunch buckets, etc.
- g. Permit no pupil to tamper with the safety or emergency door or other devices in the bus.
- h. Aid in keeping the pupils from putting their heads, hands, arms or bodies out of the windows.
- i. Flag the bus across railroad tracks.
- j. Call the driver's attention to hangers-on or persons attempting to get a ride on the outside of the bus.
- k. Assist in applying first-aid in case of accident and apply first-aid in case the driver is incapacitated by accident.
- l. Assist in maintaining discipline and order on the school bus and enforcing the regulations relating to conduct of pupils on the bus.

STANDARD FIRST AID COURSE

The standard certificate required by regulations of the State Board of Education may be secured from the American National Red Cross Chapter nearest the home of the applicant. This Organization has arranged with the Highway Commission of this State to place a sign on a standard, to be furnished by the Highway Commission, at gasoline stations, where people are trained in first-aid work. This Organization will give to bus drivers a course in first-aid work, to the extent of fifteen clock hours, without cost except for a textbook which sells for sixty cents. This course will enable any driver to successfully handle many accidents and to give first-aid treatment to the pupils on his bus.

DEAR DRIVER

Today, my daughter who is seven years old, started to school as usual. She wore a dark blue dress with a white collar. She had on black shoes and wore blue gloves. Her cocker-spaniel, whose name is "Scott," sat on the front porch and whined his canine belief in the folly of education and she waved "Goodbye," and started off to the halls of learning.

Tonight we talked about the school. She told me about the girl who sits in front of her—the girl with yellow curls—and the boy across the aisle who makes funny faces. She told me about her teacher, who has eyes in the back of her head, and about the trees in the school yard—and about the big girls who don't believe in Santa Claus. We talked about a lot of things—tremendously unimportant things, then we studied spelling, reading, and arithmetic—and then, off to bed.

She's back there now—back in the nursery—sound asleep, with "Princess Elizabeth" (that's her doll) cuddled in her arm. You guys wouldn't hurt her. Would you? You see, I'm her Daddy. When her dolly is boken, or her finger is cut, or her head bumped, I can fix it—but when she starts to school, when she starts across the street, then she's in your hands.

Chapter 5

OPERATION AND MAINTENANCE OF EQUIPMENT

DETERMINING NEED

The question of need for transportation in any given situation will be determined in a large measure by conditions peculiar to that situation. No set of specific rules can be constructed that will serve as a definite guide in all situations. The distance from school is the most commonly employed measure. Transportation need is most frequently created when schools are abandoned. This is usually a part of a consolidated program.

1. Factors to be taken into consideration are:
 - a. The effort the child must put forth due to distance, weather, and road conditions;
 - b. The physical ability of the child to walk to school as determined by age, health, and physical condition;
 - c. The traffic, weather, and other hazards in walking.

With the increased number and speed of cars and trucks on our highways today, it is much more dangerous for children to walk down the highways than it is to ride in a bus. If proper care is taken in the selection of a driver and a bus that is built with the safety of the pupils in mind, there is practically no danger to pupils riding in it.

Subject to state laws and rules and regulations of the State Board of Education, the local school board has control of all transportation in the local district. The board should exercise this control only through the *formulation of policies and general rules*. The transportation of school children must be placed in the hands of persons trained for the work. Railroad companies do not place untrained men in charge of their transportation. School transportation is just as important. The first requisite to successful transportation is centralized control and centralized responsibility.

The detailed administration of the transportation should be delegated to the head of the school system (the superintendent or principal of a single school district, or the county superintendent under a county system). It is properly a part of his business.

This chapter presents suggestions for selecting bus bodies and chassis, which, if followed, will assist local school officials and administrators in obtaining desirable transportation equipment at a reasonable price.

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PURCHASE

Six questions in the purchase of school buses:

1. Do the vehicles meet the recommendations of the State Board of Education?
2. Are there conveniently located service stations for the particular type of vehicle so that parts may be replaced and other adjustments made without interruption of service?
3. Will the body of the bus adequately meet the seating requirements for pupils to be transported?
4. Have both body and chassis manufacturers a reputation for durability?
5. Is the motor sufficiently powerful to carry the number of pupils which may be loaded into the body?
6. Is proper provision made to heat the bus in cold weather?

The use of acceptable buses should be obtained at the lowest possible market price, from the most reliable manufacturers and dealers. The bodies and chassis should have sufficient capacity to take care of the transportation program of the district under all conditions. Publicly owned buses should be run only as long as the maintenance cost is less than the depreciation on new buses.

INSPECTION

The board of education shall see that all buses are maintained in good mechanical operation by providing for inspection of the entire mechanical structure of each bus by an experienced mechanic at least once each month.

OWNERSHIP OF BUSES

There is a difference of opinion as to whether the school should own the buses or whether the transportation should be contracted. In almost all states, we find transportation being furnished in some cases by district-owned conveyances, and in others by individual or corporation-owned and operated equipment. In many instances, joint ownership is practiced.

1. *Reasons usually advanced for school district ownership are:*
 - a. The school system has no object in making money from its transportation system, and for that reason school ownership generally means better and more comfortable buses.
 - b. Ownership permits better supervision and control of the system. With reasonably equal competence in management, transportation is generally cheaper under school control.
 - c. Buses are generally kept in better repair, since they can be regularly and uniformly inspected and maintained.
 - d. Drivers can be secured at lower cost under district ownership. These drivers are commonly of high grade.

- e. There is a tendency throughout the country to change from private to public ownership.
 - f. The method of competitive bidding does not insure either the best drivers or the best equipment.
 - g. Buses belonging to the school district can be used for all school purposes, such as athletic trips, field trips, programs, excursions, etc. Schedules under such arrangement can be made to serve pupils' needs better.
 - h. Under the contract system, the district does not escape the capital outlay costs incident to purchase of buses and equipment; they are charged in by one method or another.
 - i. School ownership retains the opportunity for close and adequate supervision of the transportation service at all times and thus insures adequate attention to the vital factors of adequacy, comfort, convenience, flexibility, and safety in the transportation system.
 - j. The school district should not permit the superintendent to escape his legitimate opportunity to assume full responsibility for training himself and his staff to administer the transportation system with competence equal to that with which he now administers older and well established functions like janitorial and maintenance services, attendance, and supervision.
2. *Reasons usually advanced for contracting for transportation are:*
- a. The system of contract relieves the district from large initial capital outlays necessary to its inauguration of a transportation system.
 - b. The driver will take better care of his own bus than of one belonging to the school district.
 - c. There are no arguments under this system as to where the buses are after school hours, nor of what use is made of them off schedule.
 - d. The district knows exactly what the transportation will cost under the contract system.
 - e. Responsibilities incident to inspection, repair, and maintenance can be shifted from the superintendent to the contractor.

PUBLICLY OWNED BODY AND PRIVATELY OWNED CHASSIS

It is the practice of some boards of education to own the body and the bus contractor to own the chassis. The advantage of the school district owning the body is that it tends to provide a comfortable and safe bus body for use daily.

It does not cause the contractor to have as an investment a sum of money which will not yield an income except during the school term.

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COURSES IN TRANSPORTATION

Many teacher's colleges are putting courses on transportation into their curricula. Every principal and superintendent who has a transportation problem in his school should train himself for this kind of work. He should include one or more courses on transportation in his summer school work. Transportation problems are as important as any other administrative problems.

ACCIDENTS

1. *Reporting and Investigating* (Section 2739g-69x, Kentucky Statutes)

Every accident involving a school bus or passenger should be reported immediately by the driver to the school authorities. Every accident resulting in personal injury, or property damage to the extent of \$10.00 or more, should be investigated by the superintendent of the school district. He should endeavor to ascertain the causes of the accident and the individual responsible for the accident, and recommend steps to be taken to prevent occurrence of similar accidents. He should make a report to the board of education of his district

2. *Prevention*

At frequent intervals, each teacher should assume the responsibility for explaining in detail to the pupils the rules and regulations for the conduct of pupils on school buses. A regular course in safety education should be given by each teacher in the school system.

LIABILITY OF SCHOOL DISTRICTS

A bill passed by the Legislature in 1940 gives each board of education power and authority to set aside funds to provide for liability and indemnity insurance against the negligence of drivers or operators of school buses owned and operated by the board of education. This law provides that if the transportation of pupils be let under contract, such contract shall provide that the contractor shall carry indemnity or liability insurance against negligence in such amount as the board of education may require and designate.

Please refer to Chapter 1, LEGAL PROVISIONS RELATING TO PUPIL TRANSPORTATION, for complete text of this law.

Chapter 6

AUXILIARY USES OF SCHOOL BUSES

TRANSPORTATION OF ATHLETIC TEAMS

The uses of school buses for other purposes than the transportation of children to school should be strictly limited. Nevertheless, there are some purposes for which the principal should not hesitate to use the buses. The buses may be used for any strictly educational work which takes the pupils some distance from school.

One of the most difficult problems in the administration of the transportation of school pupils consists of making arrangements for transporting boys and girls who play on the athletic teams. Athletic teams must practice after school hours, and the buses should leave school with the children as soon as school closes. A school is never justified in holding a bus an hour or more after school to wait for a few of the pupils to practice on athletic teams. The regular schedule of the bus must be rigidly adhered to.

In transportation, as in all other school activities, it must be remembered that as important as inter-school athletics are, they are merely a means to an end and not the end in themselves. They must exist to serve the regular school, and not the school to serve them.

OTHER USES OF SCHOOL BUSES

Some of the other uses to which the buses could very well be put are:

1. Transporting debating teams, etc., officially representing the school to take part in contests;
2. To take children to fairs and exhibits in which they are participating;
3. To take any sick or injured child home or to medical service;
4. To transport pupils and patrons to and from programs connected with the public school service.

No school bus should be permitted to be used in this way, except with the special permission of school authorities, the bus to be driven by its regular operator, who is to be cautioned against the evils of overcrowding and speeding. It would be a good safeguard to require that the bus must be accompanied by the school principal, one of the teachers, or a member of the school board.

The school principal should remember that it will cost as much to transport pupils or patrons in the above instances as it will to transport pupils, and the buses should not be used in this way unless sufficient funds are available to pay for same.

School buses whether privately owned or publicly owned shall not be used to haul livestock, commodities, or anything that will render them unsuitable for use on short notice.

All people who operate school transportation equipment which is tax-free or is operated under special law and at low tax rates made especially for transporting school children, should refrain from any form of transportation for which those who operate common carriers pay taxes and special license fees for transporting the general public.

Chapter 7

PLANNING BUS ROUTES

MAP OF THE TRANSPORTATION AREA

Routes should be carefully planned, showing all the bus routes for each school in the district; each principal should have on file a complete and accurate map of the bus routes of his particular school. Such a map should be mounted in the principal's office, so that it may be readily referred to by the teachers, pupils, drivers and patrons. In making this map of each new route, the principal or superintendent should go over it in advance of the opening of school.

1. *Transportation maps should show the following items of information:*
 - a. The location of the schoolhouse;
 - b. The points of the compass;
 - c. The various bus routes should be shown in different colors as near as possible;
 - d. Arrows should be used to indicate the direction in which each bus travels;
 - e. Every driving hazard on the route should be carefully noted, and suggestions made for taking care of it;
 - f. The home of each driver should be indicated by a square with a capital "D" beside it;
 - g. The point where the first child is picked up should be indicated by the letters "FP";
 - h. Each house from which children are transported should be indicated by a circle at its exact location;
 - i. All roads over which buses can be run should be indicated on the map, preferably by means of double lines;
 - j. Each bus stop should be indicated by a triangle, and the number of children getting on at the stop indicated on the inside of the triangle;
 - k. The superintendent or principal should prepare a schedule showing the stops and the time the bus arrives at each. Every pupil and patron, as well as the drivers, should be provided with a copy of this schedule;
 - l. It will be helpful if the type of road surface should be shown.

TIME ON THE ROAD

Bus routes should be so planned that small children will not be on the road more than one hour each way, subject to exceptions in extreme cases.

There shall be posted in each bus the daily schedule, showing the clock time of all bus stops to the nearest minute, and bus drivers shall carry a reliable watch as an aid in maintaining the schedule accurately. At no time shall the driver be ahead of the posted schedule, nor shall he exceed speed or safety regulations when behind the schedule. He shall report in all cases when the bus arrives late at school, stating the reason therefor.

SAFETY

School buses should be routed from the point of view of safety, as well as expediency. Safety should never be sacrificed for speed. Ample time should be provided for the driver to cover his route at a reasonable rate of speed and arrive at the school in the morning at a time specified by the superintendent or principal.

All bridges on the route should be carefully checked by the county road engineer to see that they will support the weight of the bus. If new bridges, or improvements in the bridges, roads or safeguards for the grade crossing over which the buses travel are needed, the board of education should ask their correction of the highway department.

SHELTERS AND WAITING STATIONS

It is impossible for the school bus to go by every home. In some instances, children must come to the road at a place that is not near any home. In that case, a small waiting room boxed on three sides should be built.

BAD ROAD PROBLEMS

Nearly half of the districts of the State consider bad roads their major problem. Districts experiencing this type of trouble should take a careful survey of their district and be sure that they are operating their buses over the best roads in the district. It is very bad operating practice to route buses over roads that are sure to be impassable during stormy weather. It might be possible to make arrangements for a small car to drive over the worst part of the route and bring the pupils to the bus rather than attempt to use the bus and take a chance on being stalled.

Public transportation should not be undertaken without roads that are passable in all seasons for school buses. Road officials are usually eager to keep school bus roads passable and will cooperate to this end.

School bus drivers should report parts of road that become impassable.

DETERMINING WHO IS ELIGIBLE TO RIDE

In determining which students should be eligible to ride in the bus, several factors must be borne in mind.

A distance of one mile or a fraction of a mile along a much traveled, paved highway may make transportation necessary for younger pupils where it would be unnecessary over even a greater distance on a less traveled roadway. Distances, weather, road conditions, age of pupils, kinds of schools attended, traffic hazards, and physical conditions of the child are all factors to be considered in providing transportation except over traffic hazard as provided here.

PUPILS ENTITLED TO TRANSPORTATION

It is generally assumed that all children who reside outside of the immediate vicinity of the school building shall be transported. The school law in Kentucky Statutes, 4399-20, provides that boards of education shall transport all the pupils of elementary grades who live beyond reasonable walking distance. This section also provides that they may transport high school pupils, but they are not required to transport them.

Certain pupils should not be recognized in the program of transportation. Such pupils who need not be recognized include those:

1. Who reside within one, one and one-half or two miles of the school building;
2. Who are not legal residents of the school district;
3. Who do not attend the public school;
4. Who do not attend the school to which they have been assigned;
5. Who are transported at no expense to the district.

Considerable saving can be made if boards of education will require pupils within a short distance of the school to walk. Many boards of education do not transport pupils who live within a mile or two of the school building except when special permission is granted for children who may occupy any vacant seats remaining in the bus after it has picked up its load or for transporting very small children during their first year's attendance at school. With the increased cost for transportation facing most boards of education, this becomes a real factor in providing transportation facilities for the children of their district.

TRANSPORTATION BY PARENTS

County boards of education are authorized in unusual cases, involving a small number of children living in sparsely settled areas, to provide transportation by automobile as a means of enabling one or more pupils to regularly attend an adequate public school. When

an agreement of this sort is made, the board should show in its minutes the amount of transportation it will pay, together with the names of the pupils served, schools to be attended and mileage of the route.

It is not necessary that boards of education provide transportation for children whose homes are within reasonable walking distance to a school or bus line.

An efficient school bus system constitutes the proper way to provide pupil transportation. Parents should not be employed to transport pupils individually except in those instances where it is entirely unavoidable.

MONTHLY INSPECTION OF BUSES

Boards of education are required by State Board of Education regulations to require an inspection of each school bus each month by a reliable automotive mechanic. Following the inspection, the mechanic should be required to certify that all necessary adjustments and repairs have been made to place the school bus in a safe working condition. The cost of such inspection and any repairs will be paid by the owner of the vehicle. A blank (Form 13) for the monthly inspection report of the mechanic is suggested in the division of this bulletin entitled: "Keeping Up With Transportation."

Chapter 8

KEEPING UP WITH TRANSPORTATION

NECESSITY FOR RECORDS

It is necessary to keep a detailed record of the cost and the extent of the pupil transportation program in this State, if it is to be managed on an economical basis. Therefore, several record forms are proposed in this chapter.

To the inexperienced superintendent or board member, these forms may seem too elaborate. The proposed forms, however, are more simple and less extensive than those usually recommended by other state departments and by writers on the subject.

No one would attempt to operate a private business, spending more than a million dollars a year, with so few records. Certainly the school children and the taxpayers are entitled to as much consideration as the customers and stockholders of a private concern.

INFORMATION HEADS OF SCHOOLS MUST HAVE ON FILE

1. A transportation map showing the bus routes in detail;
2. A list of the names of all children eligible to transportation in new routes or in doubtful walking distance zones;
3. A schedule of the stops on each route, and the time that the bus reaches each stop (This information should be available for every parent upon request.);
4. Information about each driver, his residence, telephone number, and who will substitute for him in case he is incapacitated;
5. The make and age of each bus, condition of the chassis, body and engine, load limit, repairs needed, and a list of all repairs made;
6. Cost sheet for each school-owned bus, which gives the exact items of expenditures for each bus;
7. The average number of pupils transported each day, and the number transported each month;
8. Copies of the contracts with each driver. Copies of these contracts shall be made—for the driver, for each of the schools served, and for the county superintendent.
9. Bonds of the drivers;
10. Operating Rules and Regulations;
11. Specifications for buses;
12. Monthly and annual reports of bus drivers;
13. Reports of the monthly and annual cost of transportation in each school district.

THE DRIVER'S CONTRACT

Three forms of contract are present in this bulletin. Form 23 is for use in districts which own all of their transportation equipment. Form 24 is for use in districts which employ one or more contractors to furnish the buses, both chassis and bodies, to transport the children to school. Form 25 is for use in districts which employ a contractor who furnishes his own chassis, but uses a bus body owned by the school district.

It will be noted that the operating regulations ordinarily shown in drivers' contracts are omitted from the forms shown in this bulletin, but that these forms do contain a clause providing that the driver shall conform to all laws, rules and regulations of both the State Board of Education and the local board of education. This procedure is similar to that followed with teachers' contract forms.

BOND FORM

Drivers or contractors should be required to furnish a bond for the faithful performance of their contracts. A bond of \$250.00 or more in some states is required of drivers of school district owned buses.

BUS DRIVER'S DAILY AND MONTHLY REPORT

Every bus driver should be required to keep a daily and monthly record. The count of the pupils transported each morning may be made by the bus driver or by an older pupil selected for this purpose.

The bus driver's daily and monthly report is the most important transportation record to be kept. It is the basis of budgetary requests for transportation purposes for the following school year. This record must be kept up from day to day, if it is to be accurate.

SUPERINTENDENT'S MONTHLY REPORT TO THE BOARD OF EDUCATION

Every superintendent should summarize his bus driver's daily and monthly transportation reports, according to the form presented. This monthly report should be submitted to the board of education at its regular monthly meeting.

SUPERINTENDENT'S ANNUAL TRANSPORTATION REPORT TO THE BOARD OF EDUCATION

The superintendent of schools should make an annual transportation report to his board of education. The first section of this report should be a summary of his several monthly reports to the board and should be in the same form.

The second section of this report should consist of an inventory of all transportation equipment owned by the district, together with

a statement of its condition and the probable cost of such repair or replacement as will be necessary to carry on transportation during the ensuing year.

The third section of this report should consist of a complete transportation map of the school district, with all recommendations for revising the transportation program for the ensuing year.

RECORD OF TRANSPORTATION EQUIPMENT OWNED BY THE DISTRICT

Every school district which uses publicly owned chassis and/or bodies should keep a complete record of the description and cost of its equipment on forms like or similar to those presented.

EXPLANATION OF FORMS

No reports should be required from the drivers and principals that are not needed. Commercial transportation companies keep a detailed system of records on their buses and drivers. They do this as a matter of business economy. It seems just as essential for a public school which is supported by public money to use every means to cut expenses and increase efficiency. Every school administrator wants to provide the best transportation possible at the least cost.

The suggested forms may seem a bit complicated, but they are as simple as they can be made to be adequate. It is not intended that any one school district use all the forms here submitted. Each superintendent should select the ones most needed for his particular situation.

The records and forms discussed below may be used either under a county unit system or under a district system.

FORMS

1. The application of the driver furnishes desirable information concerning him.
2. This form should be on file in the office of the superintendent at all times. It furnishes the superintendent and board of education a record as to the physical fitness of the driver because it contains findings of a reputable physician concerning his health and physical condition.
3. This form provides the patrons and school officials with a definite time that the bus driver will appear at each stop designated on his route.
- 4 and 5. These two forms will enable the principal and teachers, as well as the board of education, to know not only the number of pupils who are transported daily but who is absent on each bus. They furnish a record as to the number riding the bus daily, as well as the names of any particular absentees on any bus during any day. These two forms furnish desirable information that may be used in many ways.

6. If reports are made regularly of the bad spots in the road and referred to persons who can act with authority, some improvements will probably be made.
7. The accident report blank gives all information about accidents on uniform blank and gives the information which may seem useless at the time but which may be vital later.
8. The record of the bus driver is given here by weeks, although the record might be expanded and filed once each month.
- 9, 10, 11. These are suitable forms for the superintendent to make monthly and annual reports of transportation.
12. A uniform claim blank should be furnished by the board of education to all people who have claims against the board.
13. In order to insure safe school buses the board of education must require the owner to have a monthly inspection of the bus and to file with the county school superintendent and the principal of the school where pupils are transported the report as required by this form. If the mechanic's report shows that the safety of the bus is questionable the owner must be required to make prompt repairs secure another bus or give up his contract.
14. A record of each tire with the upkeep mileage, etc., will aid considerably in determining future purchases and showing future needs.
15. If repairs or replacements are to be made, some kind of an order needs to be given by the principal. If a school has its own garage, this order should go to the head mechanic. If not, it should go to the garage where the work is to be done. It is made out by the driver and approved by the principal.
16. The amount of money spent each day on each school bus should be kept accurately. This is a convenient form for that.
17. This furnishes suitable forms for the superintendent to make an annual summary of transportation in his school district.
18. An insurance record helps to keep up with the expiration of policies and in distributing costs.
- 19, 20. An annual inventory and record should be made on all buses and equipment.
- 21, 22. If the school has its own garage, the head mechanic needs to make daily and monthly reports to the principal.
- 23, 24, 25. Contracts in written form are essential.
- 26, 27. Bonds for faithful performance of duties should be required of all drivers or contractors. If a personal bond is to be made, these forms may be used as guides in making them. Other forms may do as well. A bond from a surety company would probably be more satisfactory in the long run.

APPLICATION FOR BUS DRIVER

Form 1

Name..... Date of birth..... Age.....
 Address..... Married or single.....
 Years experience driving..... Have you driven a bus or truck?.....

How long..... For whom.....
 Do you use intoxicating drinks?..... Tobacco..... Do you have a
 driver's license..... Operator's license..... Were you ever
 indicted for reckless driving?.....
 Have you had your license revoked?..... Why?.....
 Have you had a wreck?..... Cause of wreck.....

Are you willing to make all reports promptly?.....
 Will you abide by all laws and rules and regulations pertaining to transpor-
 tation of school children?.....
 School to which you prefer to drive.....
 Are you willing to furnish bond as driver?.....
 Will you furnish a physician's statement that you are physically fit to operate
 a school bus?

Will you furnish a certificate from the American National Red Cross show-
 ing you are qualified to administer First Aid?.....
 Will you take a test to show your mechanical ability and your knowledge
 of laws and rules and regulations concerning the operation of school buses?

Date..... Signature.....

PHYSICIAN'S CERTIFICATE*

For School Bus Driver

Form 2

I,, a Registered Physician of.....County
 of....., State of Kentucky, hereby certify that I have examined
of..... whose personal description is as follows:

Age..... Sex..... Race or color.....
 Height..... Color of eyes.....
 Weight.....pounds. Color of hair.....
 Other marks of description.....

REPORT OF PHYSICAL EXAMINATION

(Note: Answer all questions. Any deviation from normal should be
 described.)

1. Skin Glands
2. Eyes
 Vision: Right..... Correctable to.....
 Left..... Correctable to.....
 Color Perception (Red, Green, Violet).....
3. Ears
 Hearing: Right..... Left.....
4. Nose and Throat.....
5. Teeth
6. Heart..... Abdominal Viscera
7. Respiratory System
 (Any known or suspected tuberculosis in home.)
8. Genito Urinary System.....

* Requirements of State Board of Education.

9. Laboratory Examination: Stools.....
 Urine..... Wassermann.....
 10. Previous Medical History.....
 11. Is the applicant incapacitated in any way?.....

I further certify that I have correctly recorded the results of the examination and that to the best of my judgment he is.....physically qualified for service as a school bus driver.

Place of Examination....., M. D.
 Date of Examination.....

BUS DRIVER'S DAILY SCHEDULE

Form 3

1. Bus number
2. School
3. Schedule of stops:
- | Time of stops— | A. M. | P. M. |
|----------------|-------|-------|
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |
| (10) | | |

Driver.....

BUS DRIVER'S DAILY ABSENCE REPORT

Form 4

- Date
- Bus No.
1. Name of school.....
2. Names of pupils not on bus:
- | | |
|--------------------------|--------------------------|
| a. () ² | f. () ² |
| b. () ² | g. () ² |
| c. () ² | h. () ² |
| d. () ² | i. () ² |
| e. () ² | j. () ² |
3. If bus is late give reason.....
4. Pupils guilty of misconduct:

(Driver's signature)

²Deducted pupil miles to be inserted by director of transportation or school official—not by bus driver.

BUS DRIVER'S MONTHLY PERSONNEL REPORT

Form 5

TO PRINCIPAL OR SUPERINTENDENT OF SCHOOLS:

Month Beginning....., 19.....

Month Ending....., 194.....

	FIRST WEEK		SECOND WEEK		THIRD WEEK		FOURTH WEEK	
	No. Pupils	Time of Arrival	No. Pupils	Time of Arrival	No. Pupils	Time of Arrival	No. Pupils	Time of Arrival
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								

TOTAL NUMBER OF PUPILS HAULED: Boys..... Girls.....

AVERAGE DAILY NUMBER PUPILS HAULED.....

Length of Route.....

Condition of Road.....

School

Date

DRIVER

REPORT ON ROAD IN BAD CONDITION

Form 6

Date.....

To the Superintendent:

The following section of the road on my route is in need of immediate repairs in order to make it passable:

Location of road.....

The trouble with the road is.....

Repairs could be made by.....

Is it possible to make the route by making a short detour?.....

Are there any people near the bad part of the road who would be willing to make repairs?..... If so, who?.....

Driver

SCHOOL BUS ACCIDENT REPORT

Form 7

Name of School..... County.....

DESCRIPTION OF ACCIDENT

Date of accident..... Hour..... A. M. Speed of bus
P. M.

.....miles per hour. Place of accident.....

Bus No..... No. of pupils in bus at time of accident.....

Kind of accident..... (collision, personal injury, etc.)

Type of vehicle..... (Motor bus, district, privately, or
jointly owned; Automobile, touring or closed model; Wagon.)

Speed of your bus..... Speed of other vehicle.....

Condition of service brakes..... Emergency brakes.....

Is bus provided with front entrance?.....

If collision, license number of other vehicle.....

Type of other vehicle.....

Name of owner of other vehicle..... Address.....

Name of driver..... Age..... Address.....

If at night or on foggy or stormy day were lights of both vehicles lit?.....

Condition of road..... Condition of weather.....

State in detail how accident occurred.....

.....

.....

.....

What state traffic laws were violated?.....

What signals were given?.....

Who in your opinion was to blame and state why?.....

.....

.....

PUPILS INJURED

Names	Nature of injuries
.....	
.....	
.....	
.....	
.....	

PROPERTY DAMAGE

Damages to school bus in detail.....

.....

Damages to property of others in detail.....

.....

.....

WITNESSES

Names	Addresses
.....	
.....	
.....	

Other significant data.....

Final settlement

Report all accidents whether any persons were injured or not.

Diagram on a separate sheet the course of the vehicles involved in the accident.

Date..... Driver.....

(Additional blanks will be furnished on request.)

Form 8

BUS DRIVERS' WEEKLY REPORT

(Publicly-Owned Buses)

School..... This is the..... week of the..... month. Bus No.....

Week beginning....., 194..... Week ending....., 194.....

Speedometer reading at the beginning of week..... miles

Speedometer reading at the end of week..... miles

Date oil was changed....., 194..... Date bus was greased....., 194.....

	No. of Pupils Carried		No. of gallons of Gasoline Purchased	Cost of Gasoline Purchased	No. of Quarts of Oil Purchased	Cost of Oil Purchased	Speedometer Reading at Beginning of Trip	Speedometer Reading at Ending of trip	Number of Miles Traveled Each Day	Date of Month	Signature of Person or Firm from Whom Gas and Oil Were Purchased
	Morning Trip	Afternoon Trip									
MON.											
TUE.											
WED.											
THU.											
FRI.											
SAT.											
TOTAL											

Date	Itemize Parts and Labor	Cost	Signature of Persons Furnishing Parts or Doing the Labor
	TOTAL		

Give the grand total of operating expenses for the week \$.....

Were any special trips made during the week?..... Date....., 194.....

Where..... For what purpose?.....
 Number of miles traveled on special trip..... miles
 I was given permission to make special trip by.....

I hereby certify that this is a true and correct report of all items of expense for the week.

.....
 Bus Driver Address

 Principal Address
 Checked and approved at the office by..... Date....., 194....

MONTHLY REPORT OF PRINCIPAL OR SUPERINTENDENT OF TRANSPORTATION

Form 9

Dist..... Year or month ending....., 194.... County

Operation and Maintenance	Bus Numbers							Total
	No.	No.	No.	No.	No.	No.	No.	
EXPENSE, OPERATION:								
Gas								
Oil								
Grease								
Batteries								
Tires and Tubes								
TOTAL								
EXPENSE, MAINTENANCE:								
Labor								
Materials								
TOTAL								
STATISTICS OF OPERATION:								
Bus Mileage								
No. of Round Trips Daily								
No. of Loads Carried Daily								
TOTAL NO. CARRIED								
No. Times Not on Time								
Days Operated								

Total Number Students Transported by Wagon....., Trolley.....,
 Parents....., Other Means....., Total.....
 Total Cost Students Transported by Wagon....., Trolley.....,
 Parents....., Other Means....., Total.....
 Total Number Students Transported by Contract..... Total Cost.....

Form will contain spaces for 20 buses.

PRINCIPAL'S MONTHLY REPORT OF TRANSPORTATION
Form 10

By, Principal of School No.....
Month ending....., 194.....

Bus No.	Total Bus Mileage		Statistics of Operation								Expense Operation				Expense Maintained				Grand Total Expense Operation and Maintenance				
	Surfaced Road	Unsurfaced Road	Total	No. Round Trips Daily	No. Loads Daily	Total Number Carried	No. Times Not on Time	Days Operated	Gas, Gallons	Grease, Pounds	Oil, Quarts	Cost Gas	Cost Oil	Cost Grease	Cost Tires and Tubes	Battery Expense	Material	Labor		Material	Labor	Material	Labor

Total Number Students Transported by Wagon....., Trolley....., Parents.....,
Other Means....., Total.....
Total Mileage Students Transported by Wagon....., Trolley....., Parents.....,
Other Means....., Total.....

Remarks:

Form will contain lines for 20 buses.

ANNUAL CONTRACT TRANSPORTATION REPORT

Form 11

Center or County....., 19.....

[illegible]

Form will contain enough lines for 20 routes.

CLAIM BLANK FOR BUS PROGRAM

(To be filed with County Board of Education)

Form 12

Date....., 194.....

Bus No.....

County Board of Education:

To..... Address

All bills are to be properly made out in required form and filed with the Board in writing, itemized and verified. A properly itemized claim shows exact kind of service, where, when and by whom performed; also time and rate per day or hour. All bills must be checked with bus driver and turned over to him at the time service is done, or not later than the end of each school month.

Checked and signed by.....

Bus Driver

Date	Quantity	Items (Furnished) or Work (Done)	Price Each	Amount	
				\$	
			Total	\$	

I hereby certify that the above is a true and correct statement of amount due for articles furnished or service rendered.

Signed
 Approved for Payment
 By
 Bus Supervisor and Superintendent
 Date

Discount
 Amt. Paid
 Bal. Due
 Ordered Pd....., 194...
 Date Paid....., 194...
 Check No.

MECHANIC'S INSPECTION REPORT*

Form 13

If an item has no objectionable or dangerous defect, mark "X" in the "YES" column. Contrary to this, mark "X" in the "NO" column.

	YES	NO		YES	NO
Speedometer			Flares		
Foot Brakes			Reflectors		
Emergency Brakes			Rear View Mirror		
Steering Mechanism			Windshield Wiper		
Tires			Clutch		
Headlights			Horn		
Rear Lights			Springs		
Clearance Lights			Muffler		
Auxiliary Lights			Exhaust Pipe		
Stop Lights			Gasoline Tank		
Mechanical Arm Signal			Driver's View		
Device			Doors		
Steps			Glass		
Seats			Hand Rails		
Floor			Interior Lighting		
Interior			Ventilation		
Top			Signs		
Skid Chains			Fire Extinguishers		
First-Aid Kit			Tools		
Flags					

REMARKS

Do you consider this bus safe for the transportation of school children?.....

Name.....

INSPECTOR

* Requirement of State Board of Education.

TIRE RECORD

Form 14

Factory No.	Make	Size	Date Put On	Date Removed	Wheel	Mileage, Speedometer	Bus Number	Initial Cost	Cost Repairs	Disposal Price	Net Cost	Cost per Mile

Form will contain space for 30 tires.

SHOP WORK ORDER

Form 15

Date.....

TO HEAD MECHANIC OR GARAGE:

Please make repairs on items below marked "R" and adjustments on items marked "A".

Motor	Gas System
Brakes	Transmisison
Electrical System	Body
Steering System	Cooling System
Differential	Chassis

Remarks:

Approved:

	Supt. or Prin.	Driver	
Cost of Labor	Hours at	Per hour	\$
Cost of Materials		Per hour	\$
			\$
Total			\$

Date completed _____ Mechanic _____

PARTS AND MATERIALS USED

Description of Parts	Number	Unit Cost	Total Cost

(Note.—"Parts and Materials Used" should be printed on back of above "Work Order".)

DAILY LEDGER OF EXPENDITURES

Form 16

Bus No.	Date	Item of Expenditure						Operation Expense					Maintenance Expense					Grand Total Expense Operation and Maintenance
		Material	Material	Labor, Hours	Gas, Gallons	Oil, Quarts	Grease, Pounds	Tires and Tubes	Cost Gas	Cost Oil	Cost Grease	Cost Tires and Tubes	Battery Expense	Labor	Material	Labor	Material	

For will contain lines for 20 buses.

ANNUAL REPORT OF SUPERINTENDENT OF TRANSPORTATION

Form 17

Cost Accounts	Bus Numbers							Total
	No.	No.	No.	No.	No.	No.	No.	
EXPENSE, OPERATION:								
Gas								
Oil								
Grease								
Batteries								
Tires and Tubes								
TOTAL								
DRIVER SERVICE:								
Driver's Salary								
FIXED CHARGES:								
Insurance								
Bond								
Rent of Buildings								
TOTAL								
DEPRECIATION:								
Rolling Stock								
Repair Shop Building								
Garages								
Equipment								
TOTAL								
Interest on Investment								
GRAND TOTAL ALL COST								
Total Mileage								
Total Number Carried								
Number Round Trips Daily								
Number Loads Carried Daily								
Total Days Operated								
Number Times Not on Time								
Average Number Carried Daily								
Cost per Pupil per Year								
Cost per Bus Mile								
Cost per Pupil Mile								

Total Number Students Transported by Wagon....., Trolley.....,
 Parents....., Other Means....., Total.....
 Total Cost Students Transported by Wagon....., Trolley.....,
 Parents....., Other Means....., Total.....
 Total Number Transported by Contract....., Total Cost.....,
 Total Mileage.....
 Number Contracted Buses....., Cost per Bus....., Cost per Bus
 Mile....., Cost per Pupil Mile.....
 Grand Total Number Transported....., Grand Total Cost.....,
 Average Daily Cost per Pupil.....

REMARKS:

.....
 Superintendent of Transportation.

Form will contain spaces for 20 buses.

INSURANCE RECORD ON SCHOOL BUSES

Form 18

School..... Year.....

Bus No.	Kind of Ins.	Amount of Ins.	Date of Policy	Annual Premium	With Whom Insured

Form will contain spaces for 20 buses.

Under "Kind of Insurance", "F" denotes fire insurance, "T" theft, "L" liability, and "PD" property damage.

ANNUAL INVENTORY AND RECORD OF ROLLING STOCK

Form 19

Bus No.	Make	No. Cylinders	Seating Capacity	Initial Cost	Total Depreciation	Annual Depreciation	Present Investment	No. Years in Service	Final Disposal	Disposal Price

Form will contain spaces for 20 buses.

ANNUAL SHOP INVENTORY

Form 20

Description of Property	No.	Unit Cost	Total Original Cost	Total Depreciation	Annual Depreciation	Present Investment
Central Repair Shop						
School Garages						
Equipment						
Supplies: Gasoline						
Oil						
Grease						
Tires						
Tubes						
			Total			

Form will contain 30 lines to list equipment.

ADJUST
Valves
Wheels
Brakes
Clutch
Springs

CLEANIN
Carbon
Motor
Body

GREASIN
Univer
Transm
Steerin
Fan, C

REPAIRS

NEW PA

Gallons C
Quarts O
Pounds G
Hours of
Supplies
Cost Gas
Cost Oil
Cost Gre
Cost Lab
Cost Sup
TOTAL
Form

DAILY RECORD OF HEAD MECHANIC

Form 21

Date.....

Work Done	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.
ADJUSTING:													
Valves Ground													
Wheels													
Brakes													
Clutch													
Springs													
CLEANING:													
Carbon													
Motor													
Body													
GREASING:													
Universal Joints													
Transmission													
Steering Gear, Springs													
Fan, Clutch, Pump, Jackshaft													
REPAIRS:													
NEW PARTS:													
Gallons Gas Issued													
Quarts Oil Issued													
Pounds Grease Issued													
Hours of Labor													
Supplies													
Cost Gasoline													
Cost Oil													
Cost Grease													
Cost Labor													
Cost Supplies													
TOTAL COST													

Form will contain columns for 20 buses.

MONTHLY REPORT OF HEAD MECHANIC

Form 22

For Month Ending....., 194.....

Work Done	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.	Bus No.
ADJUSTING:												
Valves Ground												
Wheels												
Brakes												
Clutch												
Springs												
CLEANING:												
Universal Joints												
Transmission												
Steering Gear, Springs												
Fan, Clutch, Pump, Jackshaft												
REPAIRS:												
NEW PARTS:												
Gallons Gas Issued												
Quarts Oil Issued												
Pounds Grease Issued												
Hours of Labor												
Supplies												
Cost Gasoline												
Cost Oil												
Cost Grease												
Cost Labor												
Cost Supplies												
TOTAL COST												

Total cost Equipment..... Supplies..... Total.....

Head Mechanic

Form will contain columns for 20 buses.

STATE OF
County of

This
by and be

the Bus D

Witnessed

A. Th
bus for th
during the
month of

B. It

1.

2.

C. Th

1.

2.

3.

4.

5.

D. Th

1.

2.

* Required

SCHOOL BUS DRIVER'S CONTRACT*

(Publicly Owned Buses)

Form 23

STATE OF KENTUCKY,

County of _____ } ss.

This contract entered into this _____ day of _____, 19____, by and between the Board of Education of the County School District of _____ County, Kentucky, hereinafter known as the Board, and _____ of _____, Kentucky, hereinafter known as the Bus Driver.

Witnesseth:

A. That the said Board has employed the said Bus Driver to drive a bus for the above named school district for a term of _____ months during the school year ending June 30, 19____, at a salary of \$_____ per month of twenty school days.

B. It is mutually agreed:

1. That no salary shall be paid (1) for days when classroom teachers do not receive pay and (2) for days when school is in session but the bus does not run.
2. That if this contract is violated by either party the other party may terminate the contract by giving the party violating this contract twenty-four (24) hours written notice.

C. The said Board further agrees:

1. To pay the Bus Driver's salary in monthly installments at the same time and in the same manner as the teachers are paid.
2. To provide a bus chassis and maintain it in good running condition, at the expense of the district.
3. To pay for all costs of maintenance and operation of the bus out of the district appropriation for Maintenance and Operation of vehicles; provided that burned out bearings due to insufficient lubrication and radiators and engine heads that have burst due to freezing shall be repaired at the expense of the Bus Driver, when this is clearly due to the negligence of said bus driver.
4. To provide a bus body and maintain it in good operating condition at the expense of the district.
5. To furnish the Bus Driver a written copy of all its rules and regulations governing transportation in the district as recorded in its minute book and, when necessary, to render reasonable assistance in enforcing them.

D. The said Contractor or Bus Driver further agrees:

1. To abide by all laws, rules and regulations of the State Board of Education, and rules and regulations of the local district board of education governing the transportation of pupils.
2. To recognize the superintendent or principal of the school as the administrative officer of the Board in charge of all activities of the school, including the transportation of pupils; to

* Requirement of State Board of Education.

- follow his instructions and reasonable interpretations in all matters pertaining to the school and the transportation of pupils; and, otherwise to cooperate with said superintendent or principal promptly and cheerfully in every way possible.
3. To drive the route and schedule as designated from time to time by the Board of Education or the superintendent; provided that said route shall not be longer than.....miles; provided further, that the Board reserves the right to lengthen the route by making a corresponding increase in the pay of the Bus Driver.
 4. Not to incur any expense against the school district without first having obtained legal authority to incur same.
 5. That this contract is void and of no effect unless all of its conditions not specifically struck out are strictly fulfilled, and should said Bus Driver refuse to comply with same he shall forfeit to the above named district any unpaid salary due him.
 6. Not to assign this contract to any third party.
 7. Not to employ a substitute driver for one or more trips except upon written consent of the Board of Education or its authorized agent.
 8. It is also agreed that.....

Witness our signature this.....day of....., 19.....

....., President or Director

....., Clerk

....., Member, Board of Education

....., Bus Driver or Contractor

Approved this.....day of....., 19.....

....., County Superintendent

SCHOOL BUS DRIVER'S CONTRACT*
(Privately Owned Buses)

Form 24

STATE OF KENTUCKY
County of..... } ss.

This contract entered into this.....day of....., 19..... by and between the board of education of the.....School District of.....County, Kentucky, hereinafter known as the Board, andof....., Kentucky, hereinafter known as the Bus Driver.

Witnesseth:

A. That the said Board has employed the said Bus Driver to drive a bus for the above named school district for a term of.....months during the school year ending June 30, 19....., at a salary of \$.....per month of twenty school days.

* Requirement of State Board of Education.

B. It is mutually agreed:

1. That no salary shall be paid (1) **for days** when classroom teachers do not receive pay, and (2) for days when school is in session but the bus does not run.
2. That if this contract is violated by either party the other party may terminate the contract by giving the party violating this contract twenty-four (24) hours written notice.

C. The said Board further agrees:

1. To pay the Bus Driver's salary in monthly installments at the same time and in the same manner as the teachers are paid.
2. To furnish the Bus Driver a written copy of all its rules and regulations governing transportation in the district as recorded in its minute book and, when necessary, to render reasonable assistance in enforcing them.

D. The said Contractor or Bus Driver further agrees:

1. To abide by all laws, rules and regulations of the State Board of Education, and rules and regulations of the local district board of education governing the transportation of pupils.
2. To recognize the superintendent or principal of the school as the administrative or executive officer of the Board in charge of all activities of the school, including the transportation of pupils; to follow his instructions and reasonable interpretations in all matters pertaining to the school and the transportation of pupils; and, otherwise to cooperate with said superintendent or principal promptly and cheerfully in every way possible.
3. To drive the route and schedule as designated from time to time by the Board of Education or the superintendent; provided that said route shall not be longer than.....miles; provided further, that the Board reserves the right to lengthen the route by making a corresponding increase in the pay of the Bus Driver.
4. To provide a bus chassis to be approved by the Board or its authorized agent and to maintain it in a condition satisfactory to the Board, at his own expense.
5. To pay all cost of maintenance operation of the bus regularly driven by him on regular school bus routes.
6. To provide a bus body to be approved by the Board or its authorized agent and to maintain it in a condition satisfactory to the Board at his own expense.
7. Not to incur any expense against the school district without first having obtained legal authority to incur same.
8. That this contract is void and of no effect unless all of its conditions not specifically struck out are strictly fulfilled.
9. Not to assign this contract to any third party.
10. Not to employ a substitute driver for one or more trips except upon consent of the Board of Education or its authorized agent.
11. To carry liability and indemnity insurance.

12. It is also agreed that.....
.....
.....

Witness our signature this.....day of....., 19.....
....., President or Director
....., Clerk
....., Member
Board of Education

....., Bus Driver or Contractor
Approved this.....day of....., 19.....
....., County Superintendent

SCHOOL BUS DRIVER'S CONTRACT*
(Privately Owned Chassis and Publicly Owned Body)

Form 25

STATE OF KENTUCKY } ss.
County of.....

This contract entered into this.....day of....., 19.....
by and between the Board of Education of the county school district of
.....County, Kentucky, hereinafter known as the Board
and.....of....., Kentucky hereinafter
known as the Bus Driver.

WITNESSETH:

A. That the said Board has employed the said Bus Driver to drive a
bus for the above named school district for a term of.....months during
the school year ending June 30, 19....., at a salary of.....per month
of twenty school days.

B. It is mutually agreed:

1. That no salary shall be paid (1) for days when classroom teachers do not receive pay, and (2) for days when school is in session but the bus does not run.
2. That if this contract is violated by either party, the other party may terminate the contract by giving the party violating this contract twenty-four (24) hours written notice.

C. The said Board further agrees:

1. To pay the Bus Driver's salary in monthly installments at the same time and in the same manner as the teachers are paid.
2. To provide a bus body and maintain it in good operating condition at the expense of the district.
3. To furnish the Bus Driver a written copy of all its rules and regulations governing transportation in the district as recorded in its minute book, and, when necessary, to render reasonable assistance in enforcing them.

D. The said Contractor or Bus Driver further agrees:

1. To abide by all laws, rules and regulations of the State Board

* Requirement of State Board of Education.

of Education, and rules and regulations of the local district board of education governing the transportation of pupils.

2. To recognize the superintendent or principal of the school as the administrative officer of the Board in charge of all activities of the school, including the transportation of pupils; to follow his instructions and reasonable interpretations in all matters pertaining to the school and the transportation of pupils; and, otherwise to cooperate with said superintendent or principal promptly and cheerfully in every way possible.
3. To drive the route and schedule as designated from time to time by the Board of Education or the superintendent; provided that said route shall not be longer than.....miles; provided further, that the Board reserves the right to lengthen the route by making a corresponding increase in the pay of the Bus Driver.
4. To provide a bus chassis to be approved by the Board or its authorized agent, and to maintain it in a condition satisfactory to the Board, at his own expense.
5. To pay all cost of maintenance operation of the bus regularly driven by him on regular school bus routes and pay all cost of damage done to the body shown to be due to his neglect.
6. Not to incur any expense against the school district without first having obtained legal authority to incur same.
7. That this contract is void and of no effect unless all of its conditions not specifically struck out are strictly fulfilled, and should said Bus Driver refuse to comply with same, he shall forfeit to the above named district any unpaid salary due him.
8. Not to assign this contract to any third party.
9. Not to employ a substitute driver for one or more trips except upon written consent of the Board of Education or its authorized agent.
10. To carry liability and indemnity insurance.
11. It is also agreed that.....

Witness our signature this.....day of..... 19.....

....., County Board of Education

....., Secretary

....., Chairman

....., Bus Driver or Contractor

Approved this.....day of....., 19.....

....., County Superintendent

....., County Board of Education

BOND FOR SCHOOL BUS DRIVERS*

Form 26

The following form of bond is suggested for use in districts where the drivers are under bond for the faithful performance of the duties pertaining to their contracts.

* Requirements of State Board of Education.

BOND

State of Kentucky, County of.....ss.

KNOW ALL MEN BY THESE PRESENTS:

THAT.....as principal, and
.....and.....as sureties, are
hereby firmly bound by these presents to the Board of Education of.....
.....County School District, in the penal sum of.....
.....(\$.....) dollars in lawful money of the United States
for the payment of which sum well and truly to be made, the said principal
and sureties bind themselves, their heirs, executors, administrators, suc-
cessors and assigns, jointly and severally, firmly by these presents

Signed this.....day of....., 19.....

The condition of this obligation is such that,

WHEREAS, said principal has entered into a written contract with the
above mentioned school district dated the.....day of....., 19.....
whereby the said principal herein was employed to drive the school wagon
or truck on route No..... of such district, according to the terms and con-
ditions of said contract, a copy of which is hereto attached and made a part
hereof.

NOW, THEREFORE, if the said.....
shall faithfully perform and discharge all his duties as provided for and
agreed to in the contract hereinbefore mentioned, and in accordance with
all the terms and conditions thereof, then this bond shall be null and void
otherwise to be and remain in full force and effect.

IN WITNESS WHEREOF, we have hereunto set our hands and seals
on this.....day of....., 19.....

WITNESSES:

.....	
As to Principal	Principal
.....	
As to First Surety	First Surety
.....	
As to Second Surety	Second Surety

BOND*

Form 27

Know All Men by These Presents: That we....., principal
and.....and.....
of....., Kentucky, as sureties, are held and firmly
bound unto the school board of.....District, County
of....., and State of Kentucky, in the full and just
sum of.....Dollars, lawful money of the
United States, for the payment of which we bind ourselves, our heirs,
executors, administrators, successors, and assigns, jointly and severally, by
these presents.

Now, Therefore, the Conditions of the above Obligation are such, that
if the above bounden.....shall faithfully and truly
perform a contract for the transportation of certain school children of.....

* Requirement of State Board of Education.

Kentucky,
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¹R. M.
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.....School District of.....County,
Kentucky, according to the manner therein specified and agreed upon, and
for the consideration therein named, which said contract is hereto attached
and made a part hereof, and entered into this.....day of.....
19....., between the said.....and the
School Board of.....District of.....County,
Kentucky, as required by law, then this obligation to be void, otherwise to
be and remain in full force and virtue.

In Witness Whereof, The said.....and sureties
have hereunto set their hands and seals this.....day of.....
19.....

.....
Principal

.....
Surety

.....
Surety

STATE OF KENTUCKY

.....County

Before me,, a Notary Public, in and for
.....County, Kentucky, this.....day of
....., 19....., A. D., personally appeared the said
....., to me known and known to me to be the
individual who executed the foregoing bond, and he acknowledged to me
that he executed the same.

.....
Notary Public

CLASSIFICATION OF TRANSPORTATION ACCOUNTS¹

Record of Disbursements

Part I. Outlay for Current Expenses

1. Administration

- a. Salaries
- b. Other

2A. Operation of vehicle

- a. Driver's salaries
- b. Gas
- c. Other

2B. Operation of garage

- a. Labor
- b. Supplies
- c. Heat, light, water, power

3A. Maintenance of Vehicle

- a. Lubrication
 - 1. Labor
 - 2. Grease and gear lube
 - 3. Oil

¹R. M. Tisinger: A Uniform System of Cost Accounting of School Transportation. PP. 105-127. Reproduced by permission of the author. Because it appears that this part of Dr. Tisinger's study contains valuable suggestions of cost accounting of school transportation, it is being reproduced here.)

- b. Tires
- c. Chains
- d. Anti-freeze
- e. Repairs
 - 1. Labor
 - 2. Parts

3B. Maintenance of buildings, equipment and tools

- a. Labor
- b. Materials

4. Fixed charges

- a. Insurance
- b. Rent and storage
- c. Taxes

5. Contract service

- a. Private individuals
- b. Public service companies

Part II. Outlay for Property

6. Debt service

- a. Interest on bonds and notes

7. Capital outlay

- a. Vehicles
- b. Buildings
- c. Equipment and tools

CLASSIFICATION OF TRANSPORTATION ACCOUNTS

Record of Costs

Part I. Outlay for Current Expenses

1. Administration

- a. Salaries
- b. Other

2A. Operation of vehicle

- a. Driver's salaries
- b. Gas
- c. Other

2B. Operation of garage

- a. Labor
- b. Supplies
- c. Heat, light, water, power

3A. Maintenance of Vehicle

- a. Lubrication
 - 1. Labor
 - 2. Grease and gear lube
 - 3. Oil
- b. Tires
- c. Chains
- d. Anti-freeze
- e. Repairs

Part I.

a. Salaries
Charge
engaged in
is usually
supervisor
time in an
apportioned
in connecti
This would
of buses, st
In orde
the princip
made over
the actual

Items in
in both sets

b. Other
Charge
the admini
as office su
telephone,
cifically ad
For examp
delivery ch

Items in
in both sets

1. Labor
2. Parts
- 3B. Maintenance of buildings, equipment and tools
 - a. Labor
 - b. Materials
4. Fixed charges
 - a. Insurance
 - b. Rent and storage
 - c. Taxes
5. Contract service
 - a. With private individuals
 - b. With public service companies

Part II. Capital Costs

6. Depreciation
 - a. Annual depreciation on vehicle
 - b. Annual depreciation on buildings
 - c. Annual depreciation on equipment and tools
7. Interest on
 - a. Average investment in vehicles
 - b. Average investment in buildings
 - c. Average investment in equipment and tools

DEFINITION OF ACCOUNTS

1. Administration

a. Salaries

Charge to this account the salaries or portions of salaries of persons engaged in supervising or directing school transportation. This function is usually performed by the principal. Occasionally a school employs a supervisor of transportation whose duties may or may not require his full time in an administrative capacity. If not, the supervisor's salary should be apportioned and only the part of his time spent in administrative affairs in connection with the transportation should be charged to this account. This would include such items as supervising the loading and unloading of buses, study and mapping of bus routes, clerical work, etc.

In order to secure a fair allocation of time devoted to this activity by the principal or other official, it is suggested that an accurate check be made over a period of a week, several times during the year to determine the actual amount of time spent in this capacity.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

b. Other

Charge to this account all items (other than salaries) pertaining to the administration of the transportation program. This includes such items as office supplies, printing of special forms, administrative travel expense, telephone, etc. Travel expense in connection with repairs when not specifically administrative in nature should not be charged to this account. For example, a trip to a nearby town for parts should be charged as a delivery charge for parts rather than an administrative cost.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

2A. Operation of Vehicle

a. Driver's salaries

Charge to this account the wages of the bus driver. In case the driver performs duties for the school other than driving the vehicle, charge only the proportional part of his time spent in the capacity of driver. If the driver greases, washes, and repairs his own vehicle, his wage should be allocated according to the time spent in each form of service. The wages of drivers on special trips should be charged to this account.

Drivers' services may include driving, general cleaning of the bus (not washing), refueling, and checking tires. Services other than these usually should be allocated elsewhere.

If a driver's salary includes storage of the bus at the end of the route, some fair and definite amount should be designated and charged to the rent account.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

b. Gas

Charge to this account the cost of gasoline and other fuels used in the operation of the vehicle which should include the cost of transportation and handling charges on same.

Do not include the cost of gasoline and fuels used in the garage for cleaning and repair work in general. Charge these latter items to maintenance.

Items in this account represent disbursements and costs. Total disbursements may not correspond exactly with total costs except when adjustments are made for loss and differences in beginning and ending inventories.

c. Other expenses of operation

Charge to this account miscellaneous items which are strictly a part of the process of keeping the vehicle in operation on the road, in contrast to items which are a part of the process of keeping the vehicle in repair. Include here towing service when a vehicle is pulled out of a snowdrift or a mudhole, but do not include such costs when the vehicle is disabled and is pulled in for repairs. In the latter case the cost is chargeable to maintenance.

Costs for children to wait at a home along the road are chargeable to this account.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

2B. Operation of Garage

a. Labor

Charge to this account only janitorial labor involved in the operation of the garage. If janitorial service in the garage is included in such service for the school as a whole, such services should be prorated according to the actual time spent.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

b. Supplies

Charge to this account all supplies used in the operation of the garage, such as janitor's supplies, cleaning materials, etc., and all small tools and

equipment which have relatively small value. Usually tools with a value of less than one dollar are listed as supplies.

See page 118 for a list of garage supplies.

Items in this account represent disbursements and costs and should correspond in both sets of accounts except when an undistributed stock of supplies is carried over from one year to the next.

c. Heat, light, water, and power

Charge to this account the cost of all special services such as coal and other fuel used in heating the garage, electricity used for lights, power, recharging batteries, etc., water used for washing vehicles, floors, drinking, etc., and electricity or fuels used in operating machinery and equipment in the garage.

The total costs should be prorated equally among the vehicles which are serviced in the garage unless it is evident that some vehicles receive measurably greater service in the garage than other vehicles receive, in which case some equitable distribution should be made

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

3A. Maintenance of Vehicle

a-1. Lubrication—Labor

Charge to this account the labor involved in the process of lubricating the vehicle.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

a-2. Lubrication—Grease and gear lube

Charge to this account the cost of all greases and gear lubricants used in the process of lubricating the vehicle.

Items in this account represent disbursements and costs and should correspond in both sets of accounts when adjustments are made for differences between beginning and ending inventories.

a-3. Lubrication—Oil

Charge to this account the cost of all oil used in the crank case of the motor. This includes flushing oil and motor oil.

Items in this account represent disbursements and costs and should correspond in both sets of accounts when adjustments are made for beginning and ending inventories.

b. Tires

Charge to this account the cost of all tire replacements and repairs, including labor.

When the school contracts for tires at a flat sum per month, or upon the basis of the miles run, or some similar contract basis, the rent of the tires should be included in this account.

Items in this account represent disbursements and costs and should correspond in both sets of accounts when adjustments are made for differences between beginning and ending inventories.

c. Chains

Charge to this account the cost of replacement and repairs of chains including parts and labor.

Items in this account represent disbursements and costs and should correspond in both sets of accounts when adjustments are made for differences between beginning and ending inventories.

d. Anti-freeze

Charge to this account all preparations used in the radiator to prevent freezing. This does not include mechanical devices such as a "winter front" over the radiator.

Items in this account represent disbursements and costs and should correspond in both sets of accounts when adjustments are made for loss and differences between beginning and ending inventories.

e-1. Repairs—Labor

Charge to this account the cost of all labor used in the repair or maintenance of the vehicle and its accessories except labor involved in the repair of tires which should be charged to the tire account and the labor or repair of chains which should be charged to the chain account. This includes the wages of school employees and the labor charges in connection with repairs done in commercial garages. If the driver spends part of the day in connection with repair activities in the garage, his time should be apportioned accordingly.

So far as possible all labor should be labeled to indicate the specific type of work performed and the vehicle affected. This process of labeling items is usually referred to as coding, wherein a set of symbols are used in the accounts to identify the various buses and types of work performed. All labor which cannot be specifically allocated should be periodically apportioned to the several vehicles. For example, a mechanic may spend a half hour during the day making minor adjustments on five different vehicles. Obviously, it is impractical to try to keep time and allocate his time specifically on all such small jobs. Such time can be added up once each week or month and equitably distributed.

Charge to this account the cost of periodic inspection of buses.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

e-2. Repairs—Parts

Charge to this account the cost of all parts except tires, tubes, and chains used in the repair or maintenance of the vehicle and its accessories, including all delivery charges, freight, express, postage, or special trips to secure such parts.

Care should be taken not to include such accessories or appliances which should be classed as capital outlay. New appliances, attachments, or accessories which are installed on the vehicle for the first time should not be charged to this account.

Include in this account the replacement cost of equipment which is a part of the regular emergency outfit carried in the vehicle; such as jack, fire extinguisher, wrenches and small hand tools, chain tighteners, rope, chain or cable for towing purposes, etc. Exclude from this account all materials and parts used in the repair, replacement, or maintenance of the garage buildings, equipment and tools.

Items in this account represent disbursements and costs and should correspond in both sets of accounts when adjustments are made for differences between beginning and ending inventories.

3B. Maintenance of Building, Equipment and Tools

a. Labor

Charge to this account the cost of labor used in repairing the garage building, waiting stations along the road, and other property used by the school for transportation purposes (excluding vehicles).

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The term building, in addition to embracing the building proper, includes all permanent fixtures such as foundations for machinery and equipment; pipes for gas, water, sewage and drainage; apparatus for heating, lighting and ventilating; and appliances for protecting the building against fire. Labor used in the repair or replacement of any of these permanent fixtures should be charged to this account.

Likewise labor used in the repair or replacement of all equipment and tools should be charged to this account. Small tools which are considered supplies should be charged to "Operation of Garage Supplies".

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

b. Materials

Charge to this account the materials and parts used in repairing or replacing parts of the garage building, equipment and tools. This should also include the materials used in repairing permanently attached fixtures in connection with the garage; such as pipes for gas, water sewage and draining; apparatus for heating, lighting and ventilating; hose and appliances for protecting the building against fire.

Include items of cost involved in the repair or replacement of equipment and tools which are of sufficient value to capitalize. Small tools which are of little value and are considered supplies should be charged to the account, "Operation of Garage—Supplies".

Items in this account represent disbursements and generally are a fairly accurate cost record. The labor involved in determining the exact cost prohibits any attempt to further refine this item. For practical application these items should correspond in the disbursement and cost accounts.

4. Fixed Charges

a. Insurance

Charge to this account all kinds of insurance carried on transportation vehicles and property. Each item of insurance should be properly coded to identify the appropriate items to be charged against each vehicle and piece of property.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

b. Rent and storage

Charge to this account the amount paid out for rent or storage during the year for transportation purposes. This includes garage rent at the school for storage during the day, garage space for repair work, and storage at the end of the route (possibly at the driver's home). When items for rent can be charged directly to individual vehicles the items should be so recorded. Otherwise the costs should be distributed equitably among the vehicles.

If a driver is paid a certain sum of money to drive the vehicle and his contract includes storage for the bus in his barn, an allowance should be made for storage or rent and charged to this account.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

c. Taxes

Charge to this account automobile license fees and other forms of taxes which a district may have to pay in one form or another.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

5. Contract Service

a. Private Individuals

Charge to this account all costs where the school board enters into contract with private parties to deliver a child or group of children either to the school or to the highway.

If a separate vehicle is operated by the school board as a supplementary route, this route should be considered as an individual unit and all items accounted for the same as any of the regular units. In other words, several small tributary routes should not be included in the cost accounting of one large bus.

Items in this account represent disbursements and costs and should correspond in both sets of accounts.

b. Public Service Companies

Charge to this account all cases involved when a public service corporation such as a railroad, street car, or bus company contracts for the transportation of a child or a group of children.

6. Debt Service

a. Interest

Charge to this account the outlay for interest on bonds, short-time loans, or any other form of interest which may result through borrowing in order to finance the transportation program. This would include the carrying charges where vehicles are purchased on the installment plan.

Items in this account are interpreted as belonging in the disbursement account only. Interest costs are charged under a special account.

7. Capital Outlay

a. Vehicle

Charge to this account capital payments on all vehicles used in connection with the school transportation system, including the cost of the first set of accessory equipment and tires (with spare) necessary to fit the vehicles for service; also the excess cost of improved fixtures and appliances over the original cost of such property removed or replaced.

If the vehicles are rebuilt or reconstructed to increase the capacity or otherwise add to their usefulness, the cost of labor and materials for such should be charged to this account.

If the vehicles are purchased in condition ready for service, the cost should include the invoice or contract price, less discount, if any, plus freight, incise tax, insurance in transit, unloading costs, and other expenses incurred in the delivery of the vehicles upon the premises of the school ready to use.

The details of this account should be kept so that the cost of each vehicle can be determined separately.

Items in this account are interpreted as belonging in the disbursement account only. Capital costs are charged under a special account.

b. Buildings

Charge to this account the outlay for all buildings used in connection with the school transportation system. This should include clearing the grounds for construction, buildings, painting, and all permanent fixtures in the building and improvements on the land.

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The permanent fixtures in the building would include such items as water pipes and fixtures; steam pipes and fixtures for heating and ventilating; gas pipes and fixtures for lighting, heating or signaling; elevators, cranes, hoists, and the machinery for operating them; turn tables, and built-in scales connected to and forming a permanent part of the building.

This should also include the cost of excavations, chimneys, and such piers and foundations for machinery and apparatus as are designed to be as permanent as the building and independent of their use in connection with any particular unit of machinery. The excess cost of new and improved structures or parts thereof over the original cost of such property removed or replaced should be charged to this account.

The problem of determining just which property is accountable under transportation at times becomes deeply involved and requires that considerable judgment be used in allocating such costs.

If no apportionment was made when actual cost figures were available, the only recourse is a fair and common sense estimate based on the proportion of total floor space or air space included in that part of the building used for the garage. The basis upon which such costs were apportioned should be a matter of record, and from year to year the same basis of computation should be used in connection with the inventory and depreciation accounts. Likewise, that portion of the building used distinctly for transportation purposes should be designated as such, and so far as possible a clear line of demarcation established in order to account accurately for maintenance costs chargeable to transportation buildings.

In case there is more than one building to be accounted for under transportation, the account should be so coded as to permit the identification of the items involved for each building.

Items in this account are interpreted as belonging in the disbursement account only. Capital costs are charged under a special account.

c. Equipment and Tools

Charge to this account the cost of all new equipment and tools purchased for the first time and which come under the designation of capital outlay. Also include the excess cost of enlarged or replaced equipment over the original cost of such property which has been enlarged or replaced.

Equipment and tools include such items as motors for operating machinery, lathes, drill presses, grinding, boring or reaming machines, shafting, belting air compressor equipment, tanks and hose, vulcanizing equipment, tire changing equipment, oil and gasoline tanks, gasoline pumps, welding apparatus, work benches, vices, pneumatic tools, jacks, lockers, stationary engines, greasing racks, pumps, wheel pullers, presses, cranes, forges, electrical testing appliances, car washing stands, and small but expensive tools which may be expected to last for a number of years. Small and inexpensive tools are easily stolen or lost (and at the same time difficult to account for in the annual inventory) should be charged to "Operation of Garage—Supplies".

When a piece of equipment is replaced by a new, larger, and more expensive piece of property, a part of which represents an increase in capital, the cost of the new equipment should be apportioned between this account and maintenance, charging only the increased value to this account. The cost of removing the old and applying the new part should be charged to Maintenance.

In accounting for the capital outlay due to the replacement or enlargement of an old piece of equipment by a larger and more expensive new article, there is a limit beyond which it is impractical to apply the rule. In theory, the replacement of items with a valuation so small as that of a spark plug may have elements of increase in capital, but in actual practice, it is impossible to draw such a fine distinction. On the other hand, a bus body originally costing \$500 may be replaced by one costing \$1,200. The difference represents a very significant change in the value of the property. Somewhere between these two extremes an arbitrary point must be set, above which the rule is to be applied. There is no way of knowing exactly where the dividing line should be. If it is too low, it will probably be ignored in actual accounting practices; if too high, some items may be omitted. Since this dividing line is purely arbitrary, in this study it is placed at \$25; i. e., when a replacement costs this amount it should be analyzed to determine if there is any portion of it chargeable to capital outlay. Practice may dictate that this figure be raised or lowered. It is believed that the items of lesser value at least may have compensating factors involved to account for the items thus missed, due to the fact that the value of the replaced article may be less than the value of the original about as often as the value of the new exceeds that of the old.

Items in this account are interpreted as belonging in the disbursement account only. Capital costs are charged under a special account.

The Annual Inventory Account

This account may be a part of the inventory account for the school as a whole. Although if not kept as a separate account, the data contained therein should be permanently recorded, available at all times, and cumulative in nature for the purpose of accurately determining and recording the depreciation on individual vehicles, buildings and equipment.

This account or record carries over from one accounting period to the next, the information upon which the capital accounts may be brought up to date. Between accounting periods the capital accounts are more or less in state of fluctuation due to constant depreciation and occasional additions, alterations or replacements.

For vehicles and buildings an individual record file is the most satisfactory form in which to keep these data. The individual records may be designed to be cumulative in form and may be retained in the active file so long as the vehicle is in use, after which the card may be removed and placed in the dead file for future reference.

The information on the individual record card should be sufficiently complete to insure identification of the property concerned, should show the original cost, yearly additions in the form of capital outlay, value of the unit at both the beginning and the end of the accounting period, along with the final disposal of same.

The larger and more expensive pieces of equipment should also be carried in the inventory account on the individual record forms similar to those used for buildings. The labor involved may prohibit using the individual card for recording the annual inventory of smaller pieces of machinery and tools which have a comparatively low valuation and short life in service. These items may be grouped in some convenient way and evaluated as a whole, allowing a certain amount for depreciation in accordance with the average life of the property involved in each group.

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Annual Inventory of Supplies

As a part of the inventory procedure there should be made a careful inventory of supplies, materials and parts in store. This record kept from year to year on a comparable basis is necessary in order to make the adjustment between the disbursement and cost accounts. For example the tire disbursement account may show a total of \$600 and the cost account only \$500. Reference to the inventory account should reveal the cause of this variation if all accounts have been accurately kept.

Trade-in Allowance (How to record in cost accounts)

When depreciation estimates are very accurately made the trade-in allowance on an old bus should be equivalent to the portion of the vehicle which remains to be depreciated.

It is difficult to get these two items to correspond. In practice the old bus should be recorded as retired when sold, with notation to show the status of the depreciation account on the vehicle, and the new vehicle taken up on the inventory records at its full purchase value.

Interest on Investment

From the inventory account a fairly accurate estimate of the value of property may be determined. The value of property fluctuates continuously due to depreciation, renewals, restorations, etc., and in arriving at a legitimate value upon which interest may be figured it is customary to take the average value between the beginning and ending inventory, i. e., one-half of the sum of the two inventories.

The rate of interest applied should be determined by the prevailing local rate. While this procedure in itself makes for lack of uniformity it will nevertheless reflect the nature of local conditions.

Items in this account are a part of the cost account only. Items of expenditure for interest appear in another account.

DEFINITION OF TERMS

Alteration of transportation buildings, and equipment

This term means anything done to the transportation equipment (vehicles, buildings, equipment, tools) in the way of a new feature which is designed to make such equipment more convenient, and usable for a desired purpose, such as lengthening a school bus to increase its capacity, adding a motor to a hand-propelled tool grinder, adding a partition in the garage or enlarging a window. It refers specifically to items of capital outlay and care should be taken to distinguish between items in this class as compared with repair and maintenance items.

Auxiliary agencies

All work carried on by the school system or under the auspices of the Board of Education other than regular instruction and the regulative and proprietary service incident to such instructional service. Transportation costs are classed as one of the subdivisions in this general classification.

Capital outlay

The payment of money for anything which results in an increase in the total amount of property possessed by the school system, whether that

increase is large as the purchase of an additional bus, or small, such as a new heater for a bus which had never been so equipped.

Capital outlay includes a great variety of payments, the only character required being that the payment must result in an increase in the amount of property. Note that only expenditures for additional property is capital outlay.

Code

A symbol or an abbreviation used to tell something about a payment which is not shown by the title of the sheet or the heading of the column in which the payment is entered. For example, repair parts for all of the vehicles would be recorded in one column set up for this type of expenditure. For purposes of study and comparison it is desirable to know how much is spent for each vehicle and a code or symbol may be entered in the code column on the line with the expenditure to indicate the vehicle which received such repairs.

Debt service

In transportation accounts debt service should include only interest on bonds and short-term notes. Payments on bonds and redemption of short-term notes should be segregated from this account to avoid duplication of items of cost chargeable to capital outlay. This is with the understanding that all payments for transportation equipment are to be recorded under "capital outlay" at the time when made, regardless of whether the funds for such payments come from taxes, bonds, or short-term notes. The total of all such payments plus the total paid out for interest would represent the total capital outlay for a given piece of equipment.

Depreciation

The process through which school capital deteriorates, or becomes obsolete, thus in time rendering such capital unfit for the purpose originally designed, is known as depreciation. A school building, bus, equipment, and all other forms of capital begin to depreciate from the first day of use. In some instances depreciation is rapid as on a bus, which has a normal life of from five to fifteen years. On the other hand, a well-constructed school building may last seventy-five years or more. Depreciation represents a cost and the purpose in figuring depreciation on school capital is to properly account for the "used up" portion of such property as it occurs.

Driver's salary

This refers to the salary or wage of the driver of the bus in contrast to other forms of labor chargeable to pupil transportation. If a driver spends only a part of his time at this job, his salary should be apportioned accordingly.

Equipment (transportation)

Equipment may be defined as the apparatus and furniture directly related to the maintenance and operation of the transportation system, and which at the same time is not a part of the garage structure. Equipment differs from supplies in that the latter are used up or consumed in their use, while the former is supposed to be used year after year.

Interest

Interest is considered herein as a fiscal and also as a form of imputed cost. When a debt has been obligated in the form of a bond issue or short-

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term note, interest enters into the transaction at varying rates which represents a fiscal transaction. On the other hand, interest figured on the average investment in transportation property is an imputed cost which does not represent a transfer of funds but is a cost nevertheless and should be recognized when making comparisons in transportation cost figures.

Inventory

Inventory refers to a periodic listing of all transportation property in which an evaluation is placed upon each item so listed. This is usually done at the close of the year and is called the closing inventory, which may also be used as the beginning inventory for the following year's accounts.

Maintenance

A synonym for upkeep, which denotes the character of payments made in the restoration of property to its original condition of newness, completeness, or efficiency. The notion of upkeep excludes operation and capital outlay.

Oil

Refers only to oil used in the crankcase of the motor.

Operation of vehicle

Includes all items which have to do with keeping the vehicles on the road in contrast to items of maintenance which have as their function the preservation of such equipment.

Rent and storage

As used in transportation accounts these terms are usually synonymous and refer to costs resulting from the use of building space for the purpose of storing vehicles, or use as a shop for the purpose of doing repair work.

Supplies

Any material or article, the use of which results in the physical consumption of the thing used. In this study small tools which have insufficient value to capitalize and the normal life is usually relatively short are classed as supplies.

Transportation contracts

This refers to situations where the school board employs some individual to perform the service of transporting pupils to and from school under contract in which the board may or may not own transportation equipment.

Upkeep

This term is synonymous with maintenance and characterizes all payments made in the restoration of any piece of property to its original condition of newness, completeness, or efficiency.

LIST OF EQUIPMENT AND SUPPLIES

It is essential that the difference between these two terms be clearly understood. Equipment refers to articles whose use lasts over a period of years, while supplies are materials which are consumed through use. For example a forge, hoist, desk and chair would be classed as equipment,

whereas sweeping compound, bolts, and toilet paper are to be considered as supplies.

The lists given below are not complete but include items which will show the general distinction between articles classed as equipment and those usually listed as supplies.

Garage Equipment

Air gauge	Chisel	Jack chain
Air pump	Clamp	Level
Anvil	Clock	Padlock
Ash can	Coal hod	Pulley
Auger	Drinking fountain	Shovel
Auger bit	Electric bell	Square
Battery tester	Electric fan	Steel measuring tape
Bench	Emery wheel	Stove
Bit-tool	Faucet	Switch
Bit-brace	Filing cabinet	Table
Boiler	Fire alarm system	Tape measure
Book rack	Fire extinguisher	Tool rack
Bottle-syphon	Fire hose	Typewriter
Cabinet	First aid cabinet	Volt meter
Call bell	Grindstone	Water cooler
Chain	Hammer	Work bench
Chair	Hoist	
Chart	Jack	

Garage Supplies

Acetylene	Floor brush	Lubricating oil for use
Acid for fire	Floor oil	on machinery
extinguisher	Fuse	Lye
Belt dressing	Gases for welding outfit	Nails
Belt lacing	Gasoline	Paints
Bolts	Glue	Paint brush
Brads	Stationery	Paper
Brooms	Steel wool	Pipe fittings
Brushes	Steel bolts	Radiator brush
Bulbs	Sweeping compound	Radiator compound
Chamois stock	Toilet paper	Saw blade
Chemicals	Hacksaw	Screws
Cleaning compound	Hacksaw blades	Scrubbing compound
Cleaning powder	Hand tools—not exceed-	Soap
Cotterpins	ing \$1 in value	Shillar
Disinfectant	Ink	Sponge
Distilled water	Lacquer	Towels
Dust cloth	Leather	Valve compound
Electric light bulb	Liquid soap	Washers
Fire extinguisher	Lock nuts	Waste
First aid kit		

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HOW TO USE THE FOLLOWING FORMS

The final purpose of records is to secure information which will lead to an intelligent understanding of the nature, function and purpose of the thing about which the records are kept. In this case the information desired is about transportation and the person or persons who should derive the greatest benefit from such information is the local administrator who needs to know what is happening in his transportation system.

A less important purpose, although sometimes mistaken as the primary purpose, is the information required by the State Department of Education. When the State Department has become interested in the transportation accounts and requires reports it has almost universally been on the basis of expenditures. In this proposed classification both expenditures and costs are to be accounted for. The two types of accounts are in some respects very similar—in other ways very dissimilar. Under existing school regulations and practices the school board is usually concerned mostly with the expenditure account. It may or it may not be interested in the cost account. The wise school administrator is always interested in the cost account and he may be and should be equally interested in expenditures.

Due to the difference in nature of the two types of accounts it is difficult to construct a set of forms designed to combine the two in such a way that the lay accountant will not be confused. To avoid such difficulty two separate basic forms have been prepared.

Form 1 has been designed for recording all disbursements. Its general make-up should be understood by the average school board clerk. The classification is somewhat different from the usual arrangement but with the aid of the Handbook of Instructions the average person should readily understand the procedures involved. It works much the same as any other modern classified register of expenditures in which a code system is used to identify items for individual units.

If Form 1 is properly kept, the totals in each column represent the figures which the State Department of Education needs for its budgetary purposes. The contents in the several columns serve the local school board and administrator in cross checking with the cost accounts in addition to the usual budgetary purposes for which such expenditures are used.

Form 2 has been designed for recording all transportation costs. Except for the omission of "Capital Outlay" and "Debt Service" and the substitution of "Depreciation" and "Interest on Average

Investment'' for the columns omitted, the two forms are practically identical. This does not mean that the figures in the two reports will always be identical but in some cases they will. For example, the driver's salary should be the same in each case. Tire expenditures and tire costs may not be identical because more tires might be purchased during the year than are used. Similarly other supplies purchased may not correspond with the quantities used. Through careful inventory procedure such differences can and should be reconciled.

Forms 1 and 2 are both fairly complete and should meet the need in most situations. Even for schools where the transportation problem is light, the forms are usable and, if used, should assist in securing a uniformity of procedure. In more elaborate transportation schemes some individuals may desire a still finer subdivision of accounts. Any number of subdivisions may be made and still hold to the general classification without altering the uniformity of the system.

In some situations where the school owns no transportation property and contracts for all such services Form 1 will suffice for all purposes. Where one desires to know the total costs, Forms 1 and 2 are both necessary. But in order to complete Form 2, Form 3, a Record of Inventory, Depreciation and Interest in Investment, must be properly kept.

Form 3 is designed to show the status of the capital stock which has been invested in for the purpose of transporting children. This is merely a good business practice which many school boards neglect. Form 3 which is set up for that purpose, is cumulative in nature and serves as a basic record for keeping account of all property charged to this department. It gives the date of purchase and date retired. It shows the change in value of such items of equipment that need to be accounted for annually in order to make allowance for the used up portion of same. This portion represents a true cost. The inventory account likewise gives the basis for figuring a legitimate amount of interest to charge against the transportation account.

Some schools may be content to stop with the use of Forms 1, 2, and 3, others will no doubt want to break down the cost accounts to see what individual buses cost. Without going farther into the construction of new forms it is possible to use either Form 1 or 2 for other purposes. For example, Form 2 may be used for an individual bus record by omitting "Contract Service" and using the "To Whom or For What" column for the "Month of the Year" column. Likewise it can be used as a summary of all bus costs either for a monthly summary or an annual summary. Form 2 may also be used for a daily report form for individual buses, registering such items in

appropriate columns when charges are made daily and pro-rating other costs, such as garage operation costs, at stated intervals.

There is a definite purpose in mind in keeping this general form in use continuously. By so doing it is an ever reminder that there are numerous true costs in transportation which are often overlooked in making up reports. With this general classification of accounts continuously in use, in time this difficulty may be overcome.

No doubt many supplementary forms may prove useful in connection with these general forms such as a mechanic's report for each vehicle, a daily gas report, a driver's report, etc. But such forms can easily be built around local needs to give the necessary detailed information and still not affect the basic principle included in this proposal system.

Form 4 has been set up to show how this classification can be arranged on a perpendicular basis for convenience in making monthly and annual summaries of transportation costs.

While the above forms have been prepared as a guide this method is only one of many ways in which this classification may be used. Another very satisfactory system is the loose-leaf type of account with one subhead on each sheet. For example, each bus would have a separate sheet (account) for the subhead "Drivers' salaries," and such a separate sheet for "Gas".

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Form 1

Warrant		Totals	Admin- istra- tion	Operation of Vehicle	Operation of Garage	Maintenance of Vehicle								Mainte. of Bldg. Equip.		Fixed Charges			Con- tract Service			Capital Outlay										
No.	Date					Salaries	Other	Drivers' Salaries	Gas	Other	Labor	Heat, Light, Water, Power	Supplies	Lubrication			Tires	Chains	Anti- Freeze	Repairs		Labor	Materials	Insurance	Rent and Storage	Taxes	Private	Public Service	Debt Service Interest	Vehicles	Buildings	Equipment
														Labor	Oil	Grease				Labor	Parts											

RECORD OF COSTS

Form 2

[illegible]

[illegible]

A PROPOSED FORM FOR THE ANNUAL REPORT OF TRANSPORTATION COSTS
ANNUAL REPORT OF TRANSPORTATION COSTS

Form 4

[illegible]

A PROPOSED FORM FOR THE ANNUAL REPORT OF TRANSPORTATION COSTS
ANNUAL REPORT OF TRANSPORTATION COSTS

Form 4

ACCOUNTS		BUSES												Totals
		No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	
PART I. OUTLAY FOR CURRENT EXPENSE														
1. Administration	a. Salaries													
	b. Other													
2A. Operation of Vehicle	a. Drivers' Salaries													
	b. Gas													
	c. Other													
2B. Operation of Garage	a. Labor													
	b. Heat, Light, Water, Power													
	c. Supplies													
3A. Maintenance of Vehicle	a. Lubrication													
	1. Labor													
	2. Oil													
	3. Grease													
	b. Tires													
	c. Chains													
	d. Anti-Freeze													
	e. Repair													
	1. Labor													
	2. Parts													
3B. Maintenance of Buildings Equipment	a. Labor													
	b. Materials													
4. Fixed Charges	a. Insurance													
	b. Rent and Storage													
	c. Taxes													
5. Contract Service ¹	a. Private													
	b. Public Service Companies													
PART II. CAPITAL COSTS														
6. Depreciation	a. Annual Depreciation on Vehicle													
	b. Annual Depreciation on Garage													
	c. Annual Depreciation on Equipment													
7. Interest on:	a. Average Investment in Vehicle													
	b. Average Investment in Garage													
	c. Average Investment in Equipment													
TOTAL COSTS														

¹ Record in "Totals" column only.

Reserve this space for unit cost data

Chapter 9

COST OF TRANSPORTATION

SIZE OF LOAD EFFECTS COST

Bus routes should be so planned that each bus will be loaded to capacity. On short routes the cost per pupil is almost prohibitive. One bus can easily make two short routes, thus decreasing the per capita cost. If one district has elementary schools in connection with the high school, and transportation must be provided for both, the same bus that transports pupils to the elementary schools may take the high school pupils from the elementary schools to high school. If one bus accommodates both the elementary school and the high school, the elementary school should open each morning earlier than the high school, so that the pupils brought in on the bus would not have to wait at school very long with nothing to do. The elementary school should also close later in the afternoon.

It is more economical to use one extra large bus on a route than two medium sized buses, if there are enough pupils to justify it, and the roads are in such condition that a large bus can travel them.

EQUIPMENT WEARING OUT

School authorities must recognize that sooner or later buses will wear out and will have to be replaced. To that end, a certain sum should be set aside for each mile the bus is operated in order that equipment may be replaced when it is no longer serviceable.

In figuring the depreciation on a bus, it is a little easier to allow so much a mile. In figuring the mileage, all miles operated must be included, whether empty or loaded. All routes in the district may be measured by driving a car with an accurate speedometer over all the routes. These measurements should be used for the basis of figuring depreciation. The depreciation allowed should be enough so that at the end of *five years*, there will be enough money on hand to replace the bus. With buses operating a hundred miles or more a day, a cent and a half per mile will replace the bus in five years. For shorter routes, two cents a mile will replace the equipment in the allotted time of five years.

GARAGE

Every school-owned bus should be provided with a shelter and the bus kept in it every night, during school hours every day, and during

the vacations. If the school has its own garage, arrangements must be made to keep all supplies and equipment in a place where they will be free from theft or pilferage.

COMPUTING THE COST

With the record of pupil miles available, it is possible to figure exactly what it costs to haul one pupil one mile. The following example may better illustrate the keeping of pupil miles:

A bus goes empty from town, or the garage, to the beginning of the route. The route is ten miles long, so you have ten miles of operating cost to be charged up to the bus. At the beginning of the route say you have three pupils board the bus to ride to school. As they will ride the entire ten miles to school, you will have thirty passenger miles. Nine miles from school, say two more pupils board the bus. This makes eighteen additional passenger miles, or a total of forty-eight passenger miles. Assuming the bus had to be run twenty miles, ten out and ten back, and that the cost is fifteen cents a mile, you would have a cost of \$3.00 for rendering this service. Now to find what it is costing you per pupil mile to render this service, you divide the total number of pupil miles into the total cost of performing the service, and in that way find the cost is \$0.0625 per pupil mile. In other words, it is costing the district six cents and two and a half mills to haul one pupil one mile on this route.

With this information available on all routes, it is then possible to tell which route is operated the cheapest and which costs the most. If all districts would cooperate, it would be possible to tell how costs in one district compare with costs in another.

Bear in mind that a lump sum in one district may be lower than the lump sum for transportation in another district, yet in the first instance transportation of pupils may be a costly performance when figured on a basis of pupil miles. The second district, with a seemingly higher cost than the first, really is transporting pupils cheaper when figured on the basis of the number of pupils handled by the district.

FACTORS DETERMINING THE COST

Every school board when contemplating a system of transportation wants to know, and rightly, what it will cost. Very little information is available at present to indicate just what the transportation should cost. The cost will vary from community to community, and from year to year in the same community. With a better system of accounting for transportation costs, the costs will become more

standardized. The following are suggested as factors which determine the cost of transportation:

1. Supply of bus drivers;
2. Number of pupils;
3. Density of population;
4. Pupils per bus or size of vehicle;
5. Investment per pupil in equipment;
6. Number of trips made;
7. Condition of road;
8. Local economic condition;
9. Organization of bus route; and
10. Bus miles per square mile of district area.

A REGULAR PROGRAM OF MAINTENANCE

Too few schools have set up a regular program of maintenance. As a result, the equipment in many districts is being operated in very poor condition and is subject to unusual wear.

There is evidence everywhere that districts do not exchange ideas on transportation or maintenance. Rather there is a tendency to ridicule what the other districts are doing. Districts should not do this, but should get together and exchange ideas and use the best from other districts. This would tend to make all phases of transportation much more uniform than they are at present.

Three plans of maintenance may be noted on visits to various schools. Each is quite different from the other and seems to be a product of the district's attempt to solve its own maintenance program.

1. *One-Man Maintenance Program:*

In this particular district a prominent citizen owned a garage. He was also a very good mechanic. He took great pains in keeping the buses in the best of condition. He purchased all the gasoline, oil and grease. He did all the regular work. He looked over the motors and bodies each day. The board acted entirely upon his recommendations. Due to this man's efforts, the operating costs were surprisingly low and fairly accurate.

2. *Driver-Boss Plan of Maintenance:*

In this district, one driver was hired, not only for his driving ability but for his mechanical ability as well. He was given the title of driver-boss, having charge of the other drivers and the checking of the equipment. He could not buy anything but minor repair parts without the board's permission. This sometimes resulted in delay in the maintenance program.

3. *Putting the Repair Work Up for Bid:*

Another district placed the work of overhauling and inspection up for bid. All the garages in the town bid on the work. The lowest bidder was given the work. There was nothing regular about this work, however, as bids were posted only after a bus had actually broken down.

4. *Recommendations:*

At states, it is recommended that the minimum hired by the pay be required to paint the bus months be under the time period likely to be suggested.

5. *Repairs:*

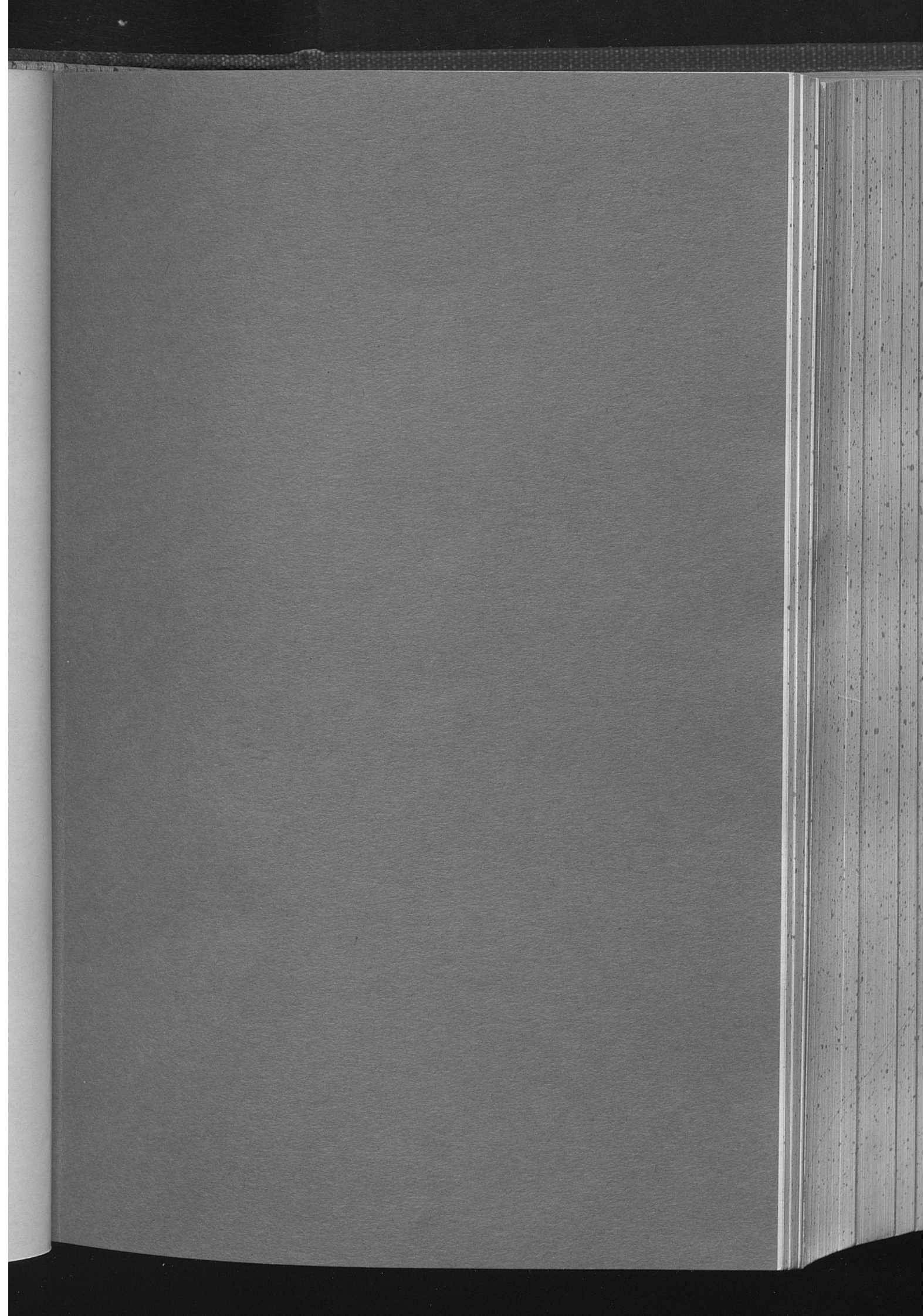
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4. *Recommended Plan:*

After looking over the results of surveys in a good many states, and carefully checking methods of commercial companies, it is believed that the best plan to follow when a school has a minimum of ten to twelve buses, is that in which a mechanic is hired by the district to take care of the buses. He should be on the payroll by the month the year round. Such a mechanic should be required to clean and check each bus each day. A supply of paint should be on hand at all times in order that the paint on the buses may be kept in good condition. During the vacation months, a program of general inspection and overhauling should be undertaken. In this way equipment is in good condition all the time and will tend to run longer. As a result, over a long period of time the cost of operation will be cheaper than it is likely to be when operating under any of the three plans suggested.

5. *Repairs:*

If a school operates as many as ten buses, it can afford to install equipment and make its own repairs. In that case one driver should be employed who is an expert mechanic and should be held responsible for all repairs on the buses. He can make the regular inspections of the busses, oil them regularly, paint them when needed, patch tires, keep them filled with gas and oil, and make all repairs needed. With the coming of the County Unit Plan, this will probably be done on a county basis.



• C
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