

**TRANSPORTATION OF STUDENTS  
(NON BUSES)**

Employees may operate board-owned vehicles as part of their job expectations. All trips requiring the use of the county vehicles will be in accordance with Hardy County Policy (Curricular and Extra-Curricular Activities, IHE). A transportation request must be filed for any vehicle use in which students are to be transported.

Operators of any county vehicle in which students are transported will be evaluated and approved based on the following. Applicants will be evaluated by the transportation supervisor or his/her designee who will certify the following:

- 1) Ensure the operator has a valid driver's license.
- 2) Review the operator's past driving performance and work experience.
- 3) Review the employee's Motor Vehicle Record (MVR) prior to operating any county van or vehicle.
- 4) Individuals convicted of drug or alcohol violations will not be permitted to transport students.
- 5) Individuals with 6 or more points will not be permitted to transport students.

Each applicant must have a minimum of 6 hours of training, including State and Federal regulations. Training should consist of:

- 1) Rules of the road.
- 2) Accident and emergency procedures.
- 3) Knowledge and proper operation of the vehicle.
- 4) Defensive Driving Techniques shall be included in the driver training program.

Each applicant shall renew their county certification in defensive training every 3 years.

Applicants previously certified with a Class B license may continue as certified or may elect to be certified under this policy.

**SOURCE:** WV Motor Vehicle Code §17C-14-12 (a)  
WV School Bus Transportation Policy and Procedures Manual

**DATE:** August 16, 2004

