

COLUSA UNIFIED SCHOOL DISTRICT

SCHOOL PUPIL ACTIVITY BUS (SPAB) MANUAL

A School Pupil Activity Bus is a commercial bus hired by the district to transport students. SPAB are required to follow a stricter regulation than non student charter trips. Prior to any student boarding a SPAB there are requirements that must be checked and verified to ensure the safe transportation of the students. Any bus being used as a SPAB can never let students stand while the bus is in motion (VC Section 545).

Before hiring a SPAB the following must take place.

- A. Check with the district transportation department on the availability and possibility of using district transportation.
- B. Check with the transportation department for approved vendors.
- C. Submit the proper transportation request form for approval.

If you anticipate the use of a charter bus at any time throughout the school year it is required that the company is placed on an approved vendor list and that they are SPAB certified. If a SPAB is requested an approval must be received at least 30 days prior to the date of the trip. If a company is not on the approved vendor list they are not eligible to provide services to our district. The district will establish the guidelines regarding the use of school chartered buses.

Requestors Responsibilities:

- A. Receive administrative approval.
- B. Submit transportation request form to site administrator for approval and budget code.
- C. Submit an itinerary with a listing of all stops. This helps ensure that the SPAB driver can complete the trip in the legal amount of hours.
- D. Submit request form and itinerary to the district office and the transportation department for approval.

District's Responsibilities:

- A. Review the purpose and itinerary of the trip.
- B. Verify that a school bus is not available to complete the trip.
- C. Either approve or disapprove the request.
- D. Ensure the SPAB company is an approved vendor.
- E. Assign the day of trip inspector.
- F. Send the vendor a list of the items the district will check on the day of the trip.
- G. Request all documentation from the vendor prior to the date of the trip.

Inspector's Responsibilities:

- A. Check the general condition of the SPAB bus.
- B. Confirm that the vehicle registration is the same as the CHP 292 form.
- C. Review the driver's California driver's license.
- D. Review the SPAB certificate.
- E. Review the medical card DL-51A
- F. Review the drivers log book.
- G. Ensure the driver has the itinerary.
- H. Ensure the driver can complete the trip in the amount of legally allowed hours.

It is recommended that a member of the transportation department complete these checks as they are familiar with the requirements and do these checks on a daily basis with school buses.

Coach or Teacher's Responsibilities:

- A. Confirm that permission forms are present.
- B. Confirm that medical release forms are present.
- C. Confirm that a first aid kit is present.
- D. Ensure that the emergency evacuation procedures were explained.

Prior to the SPAB being released for student transportation the following form will be completed by a trained certified school bus operator. Any item that is not acceptable will not be allowed to load students.

PRE-TRIP CHECKLIST

Date of Trip _____ Destination _____

Inspectors Name _____ 292 Expiration _____

Drivers Name _____ CDL Expiration / _____

Class _____ Restrictions on license _____

DL-51A Expiration _____ Special Certificate Expiration _____

Hours on duty at pick up time _____

VEHICLE INSPECTION

Item	Pass	Fail
Windows / Windshield		
Interior Lights		
Headlights. (High / Low Beam)		
Tail Lights / Brake Lights		
Horn		
Tires. Minimum 4/32 front 2/32 rear. Condition		
Lug nuts all there and tight		
Unusual oil / grease leaks at wheel seals		
Fire Extinguisher (Charged)		
Walk around vehicle and listen for air leaks while driver applies brake.		
Copy of annual safety inspection (Sticker or Paper)		
CHP 292 matches VIN of vehicle, expiration		

The district will designate an employee to notify the motor coach company of the documentation that is required on the day of the trip. The following is the letter that will be sent to the motor coach company.

This is to confirm our trip with your company

District: Colusa Unified School District

School: _____

Date of Trip: _____

Destination: _____

Stops: _____

Please be aware that the following documentation will be reviewed on the day of the trip. Guarantee that your driver brings the following:

CHP 292

California Driver's License

Drivers SPAB

Driver's Medical Card DL-51A

Driver or Bus Log Book

This review will take 10 to 15 minutes per vehicle. Please plan the vehicle(s) arrival accordingly.

If you have any questions please contact me at the following number _____.

Sincerely,