

Activity drivers have tremendous responsibility when transporting students for the district. For purposes of this policy, an activity driver is an individual who meets all qualifications, licensing requirements and local district criteria to transport students on school-sponsored activities. Any activity driver operating a school-owned vehicle (other than a school bus) in that capacity shall comply with all components of this policy.

- A. Activity drivers are not required to obtain a Commercial Driver's License for operating any vehicle designed to carry fewer than ten passengers (including the driver).**
- B. The activity driver shall be an employee of the school district.**
- C. Prior to operating the school-owned vehicle, the activity driver shall:**
 - 1. have completed an application form, or supplements to his/her original application for employment, as required by the school district's Transportation Department in order to meet or exceed Federal and State requirements for activity drivers.**
 - 2. have on file with the school district's Transportation Department a current physical examination that certifies the driver's physical ability to carry out his/her responsibilities as driver. The examination shall be conducted and documented in a manner compliant with all federal, state, and local requirements regarding the physical examination of school bus drivers and shall meet the same established physical fitness criteria.**
 - a. Additional physical examinations shall be required at any other time if requested by the school district's Superintendent, the school district's Transportation Director, or the New Mexico State Transportation Director.**
 - b. The driver shall not use alcoholic beverages, illegal substances, or legal substances prior to or during duty hours which would impair the driver's ability to drive or to perform required duties. All school-owned vehicles shall be alcohol, drug, and tobacco free areas.**
 - 3. have filed with the school district's Transportation Department a "Release of Information" allowing a check of the driver's driving record through the New Mexico Motor Vehicle Division, or other states' Motor Vehicle Divisions if applicable. Driver record checks shall be made annually. Citations and/or convictions for DUI, Reckless Driving, other similarly serious traffic violations, and patterns of chronic traffic violations shall be sufficient cause to disqualify a driver from operating a school-owned vehicle.**
 - 4. have submitted to a criminal background check in accordance with section 22-10-3, NMSA, 1978, to determine if the applicant has a record of criminal convictions. The school district's Transportation Department shall maintain an "Agreement, Authorization, Waiver and Release" form, in addition to a "Criminal History Affidavit" on all activity drivers. Arrests and/or convictions for felony crimes, crimes of moral turpitude, and any crimes unreported by the driver prior to processing the criminal background check, shall be sufficient cause to disqualify a driver from operating a school-owned vehicle.**

5. shall meet the identical requirements of the Controlled Substances and Alcohol Use and Testing for school bus drivers in accordance with 49 CFR Part 382 (see District Policy #1018).
 6. shall meet the following training requirements:
 - a. A new driver who has not been previously employed or certified as an activity driver shall be required to successfully complete a minimum of 12 hours of training.
 - b. The following pre-service training shall be completed: A School Bus Driver Instructor certified by the State School Transportation Director shall conduct the 4-hour classroom instruction.
 - i. Classroom instruction (4 hours), to be conducted by a School Bus Driver Instructor certified by the New Mexico State Transportation Director. Classroom instruction shall include a review of the Standards for Providing Transportation Services to Eligible Students, district and/or employer safety policies and regulations, general motor vehicle operating procedures, and passenger management. At least one hour shall be spent familiarizing the driver with the vehicle(s) and equipment.
 - ii. The following minimum training shall be completed within the first year of driving a school-owned vehicle unless documentation is provided of previous completion.
 - (a) Nationally recognized or state approved First Aid Course including CPR.
 - (b) Nationally recognized or state approved Defensive Driving Course.
- D. In operating a school-owned vehicle, activity drivers are required to perform, at a minimum, the following duties:
1. Safe and efficient operation of the school-owned vehicle in accordance with Federal, State, and Local Statutes and Regulations and district policies and procedures.
 2. A daily, thorough pre-trip operational check of the school vehicle and equipment. This check shall be conducted and documented per district procedures and on the district-provided form.
 3. The driver shall not operate any vehicle that fails pre-trip inspection requirements and is unsafe to drive.
 4. The driver shall, as part of each post-trip inspection, ensure that no student remains within the vehicle at the conclusion of the trip.
 5. Report in writing on district-provided forms signed by the driver all faulty or improperly functioning equipment to the Transportation Department.