

**Maine School Administrative District No. 75
Transportation Department
Requirements to Drive MSAD No. 75 Passenger Vans**

The use of any MSAD No. 75, passenger van will be based on availability, approval from the MSAD 75 Transportation Department, and the operator of the vehicle meeting the following requirements

Hold a valid State of Maine Driver License

Full Name, Date of Birth, Driver's License Number must be provided to MSAD No. 75 Transportation for Driving Record History Verification.

Driving Record must be free from any incidents that may warrant a driver to be found unsafe while operating an MSAD No. 75 vehicle (citations, criminal offenses, reckless conduct).

Hold a valid Medical Examiner's Certificate (School/Van Driver Physical)-Annually

MSAD No. 75, upon request will schedule a Van Driver physical with Occupational Health Associates (District Contracted Medical Provider).

If requested, driver may request the required paperwork from the Transportation Department and schedule an appointment with his/her personal physician.

All paperwork must be turned into MSAD No. 75 Transportation, which will be kept on file for one year.

Pass a Pre-Employment/Van Driver Drug Screen (NON-DOT)

This will register the driver for Random Drug and Alcohol Testing quarterly throughout the year.

Drivers must follow the MSAD No. 75-Drug and Alcohol Testing Procedures as outlined in School Board policy [EEACAA-R Testing of School Bus/Van Drivers](#)

Hold a valid Maine Department of Education Criminal History Record Check (CHRC)

Meet with the Transportation Driver Trainer to cover the following vehicle topics and transportation procedures:

Vehicle Pre-Trip/Inspections

Basic Operations of Vehicle

Required paperwork and filing procedures

Maintenance requirements/mechanic responsibilities

Emergency Equipment to include *two-way radio, first aid/BBP kits, seat belt cutter*

Fueling and Parking at Transportation

Maine School Administrative District No. 75

Transportation Department

Van Driver Approval

Drivers Name: _____

Department/School: _____

Date: _____ **Approval Date:** _____

CHRC Exp: _____

Physical Exp: _____

Pre- Drug Test: _____ **Results:** _____

Driving Record: _____ **Reviewed:** _____

Maine Driver License Number: _____

Date of Birth: _____

Driver Must Complete the Following:

Review School Board Policy [EEACAA-R Testing of School Bus/Van Drivers](#)

Acknowledgement of Receipt/Review:

Signature of Driver

Meet with MSAD No. 75, Transportation Driver Trainer and Satisfactory Complete the Following Topics:

	Trainer Initials	Date Complete
--	-------------------------	----------------------

Vehicle Pre-Trip/Inspections

Pre-Trip Inspection Process _____

Pre-Trip Paperwork _____

Basic Operations of Vehicle _____

Maintenance requirements

Daily/Repair Forms _____

Working with Mechanics _____

Trainer Initials

Date Complete

Emergency Equipment

Two-Way Radio Use	_____	_____
First Aid Kit	_____	_____
BBP Kit	_____	_____
Seat Belt Cutter	_____	_____

Fueling

How to Fuel	_____	_____
Spare Fuel Key/Use	_____	_____
Spills/Clean Up	_____	_____
Emergency Shut Off	_____	_____
Reporting Requirements	_____	_____

Parking at Transportation

Parking lot Speed	_____	_____
Parking lot travel	_____	_____
Parking spots/numbers	_____	_____

Returning Van

Key Locations	_____	_____
Cleaning Supplies	_____	_____

I understand the information that has been presented to me. I will seek further clarification from an MSAD No. 75 transportation representative if and when needed. I will operate the vehicle in accordance with School District/Transportation Policy and Procedure and within the State of Maine Motor Vehicle Laws.

Signature of Driver