

Procedure for Selection, Training, and Supervision of Transportation Employees

1. Drivers and bus aides shall be selected from staff already employed by NWBOCES, or from applicants who have responded to an advertisement of the position opening. Selection shall be based on the following criteria:

- a. Bus drivers and personnel transporting students will fulfill all the requirements of the WDE Transportation of Students
- b. Skills related to driving a school bus (bus drivers only)
- c. Experience related to working with the youth served at NWBOCES
- d. Appropriate data from previous driving and employment records, and personal history
- e. Physical ability to perform duties

2. Each driver and aide will receive training in accordance with the guidelines set by the Wyoming Department of Transportation, Wyoming Department of Education, and NWBOCES for transport of students.

3. Supervision shall be provided by NW BOCES to its drivers and aides through periodic staff meetings and personal observation and interaction by a supervisor and/or administrator.

4. NWBOCES shall comply with all applicable state and federal regulations in the selection, hiring, training, and supervision of its transportation personnel.

5. Any driver who receives a traffic violation is required to notify administration.