

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SCHOOL BUS,
SCHOOL VEHICLE &
SCHOOL COMMERCIAL
MOTOR VEHICLE DRIVERS

ADOPTED: **NEW POLICY (Combined former
810.1 & 810.2 into one comprehensive policy)**

REVISED:

<p>1. Purpose</p> <p>2. Definitions</p> <p>49 CFR 382.107</p> <p>49 CFR 382.107</p>	<p style="text-align: center;">810.1 SCHOOL BUS, SCHOOL VEHICLE & SCHOOL COMMERCIAL MOTOR VEHICLE DRIVERS</p> <p>The Board recognizes that an employee and/or authorized volunteer must be fit to operate a school bus, school vehicle, or commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee and/or authorized volunteer impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.</p> <p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p>A covered driver shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus, school vehicle, or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a school bus, school vehicle, or commercial motor vehicle owned or leased by the district.</p> <p>An authorized volunteer driver shall include persons permitted to drive, operate or is in the actual physical control or movement of a school vehicle owned, leased or operated by the school district for a District-endorsed or approved purpose</p> <p>Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:</p> <ol style="list-style-type: none"> 1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; 2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
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<p>49 CFR 392.80 75 Pa. C.S.A. 1621, 1622</p>	<p>3. Is designed to transport sixteen (16) or more passengers, including the driver; or</p> <p>4. Is transporting hazardous materials and is required to be placarded.</p> <p>Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.</p>
<p>75 Pa. C.S.A. 1621</p>	<p>Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.</p>
<p>75 Pa. C.S.A. 1622</p>	<p>Mobile telephone - a mobile communication device which uses a commercial mobile radio service.</p>
<p>49 CFR 382.107</p>	<p>Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until s/he is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.</p>
<p>75 Pa. C.S.A. 102</p>	<p>School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities</p> <p>School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students and/or district equipment while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”</p>
<p>75 Pa. C.S.A. 1621</p>	<p>Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:</p> <p>1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more</p>

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<p>75 Pa. C.S.A. 1622</p> <p>3. Authority 49 CFR 40, 382 49 U.S.C. 31306 67 PA Code 229.14</p> <p>Pol. 818</p>	<p>than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.</p> <p>2. The term does not include:</p> <p style="padding-left: 40px;">a. Inputting, selecting or reading information on a global positioning system or navigation system.</p> <p style="padding-left: 40px;">b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.</p> <p style="padding-left: 40px;">c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.</p> <p>Use a handheld mobile telephone or other electronic device –</p> <p>1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.</p> <p>2. Dialing or answering a mobile telephone by pressing more than a single button.</p> <p>3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.</p> <p>The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver’s license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.</p> <p>The Board shall implement a drug use and alcohol misuse prevention program for non-CDL employees who operate school vehicles.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.</p> <p>All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.</p> <p>Covered drivers and authorized volunteers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus, school vehicle, and commercial motor vehicle operation.</p>
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<p>75 Pa. C.S.A. 1621, 3316 49 CFR 392.82</p>	<p>The Board prohibits covered drivers and authorized volunteers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus, school vehicle, or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.</p>
<p>4. Delegation of Responsibility</p>	<p>The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:</p>
<p>49 CFR 40.15</p>	<p>1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.</p>
<p>49 CFR 382.105</p>	<p>2. Establishment of procedures for required testing of covered drivers.</p>
<p>59 U.S.C. 31306</p>	<p>3. Maintenance of the confidentiality of all aspects of the testing process.</p>
<p>49 CFR 40.3</p>	<p>4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations.</p>
<p>49 CFR 40.3</p>	<p>5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.</p>
<p>49 CFR 382.401</p>	<p>6. Implementation of procedures for the preparation, maintenance, retention and disclosure of records, as required by law.</p>
<p>49 CFR 382.601</p>	<p>7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.</p>
<p>49 CFR 382.601</p>	<p>8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.</p>
<p>49 CFR 382.601</p>	<p>The Superintendent or designee shall provide each driver, upon hire or transfer, with:</p> <ol style="list-style-type: none"> 1. This policy and its accompanying administrative regulations; and 2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.
	<p>The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.</p>
	<p>The Board designates the Director of Human Resources to be the contact person for</p>

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<p>5. Guidelines</p> <p>23 Pa. C.S. A. 6344, 6344.3 24 P.S. 111, 111.1 Pol. 304, 818</p> <p>49 CFR 40.25, 382.413</p> <p>49 U.S.C. 31303 75 Pa. C.S.A. 1604</p> <p>75 Pa. C.S.A. 1606</p> <p>67 PA Code 71.3</p> <p>67 PA Code 71.3</p> <p>49 CFR 31304, 391.25</p> <p>Pol. 317</p>	<p>questions about the drug use and alcohol misuse program.</p> <p><u>Employment Requirements</u></p> <p>All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policies 304/404/504 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.</p> <p>Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:</p> <ol style="list-style-type: none"> 1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver’s written consent. 2. Commercial motor vehicle employment information for the past ten (10) years. <p><u>Additional Documentation -</u></p> <p>Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:</p> <ol style="list-style-type: none"> 1. Obtain a copy of a valid commercial driver’s license indicating the appropriate endorsements from the covered driver; 2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver’s Physical Examination Form from the covered school bus driver; 3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver; 4. Review each covered driver’s driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a school bus, school vehicle or commercial motor vehicle. <p>Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner’s Certificate, if applicable.</p> <p><u>Authorized Volunteer Requirements</u></p>
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	<p>All authorized volunteers shall comply with the requirements for background checks/certifications in accordance with applicable law, Board policy and administrative regulations.</p> <p>Prior to volunteering with the district as an authorized driver and at least once each school year, the Superintendent or designee shall:</p> <ol style="list-style-type: none">1. Obtain a copy of a valid driver's license indicating the appropriate endorsements for the class of vehicle being driven by the volunteer;2. Provide consent for the District to obtain the Review each volunteer's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a school vehicle or commercial motor vehicle. <p>The Chief of School Police or designee shall maintain a list of all School District authorized employees and/or volunteers who are eligible to drive School District-owned vehicles.</p> <p>By July 1st and December 31st of each year, the Chief of School Police or designee will obtain a list of all District authorized employees whose employment requires them to operate a District-owned vehicle. A Department of Transportation consent form (DL-503 Request for Driver Information) shall be provided to the District administration by the employee on an annual basis, and also anytime an employee is involved in a "reportable accident." Authorized volunteers shall provide the Chief of School Police or designee a Department of Transportation consent form (DL-503 Request for Driver Information) prior to being granted permission for use of District-owned motor vehicles.</p> <p>As defined by Section 3746 of the Pennsylvania Vehicle Code, a "reportable accident" is an accident that results in personal injury, a death or damage to any vehicle such that the vehicle cannot be driven safely under its own power.</p> <p>An authorized employee and/or volunteer shall lose eligibility to drive motor vehicles owned by the School District for any of the following four reasons:</p> <ol style="list-style-type: none">1. Three (3) or more reportable accidents within the last three (3) years.2. Conviction/Guilty plea for one (1) Type A violation within the last three (3) years.3. A combined total of four (4) reportable accidents or conviction/guilty plea for Type B violations within the last three (3) years.4. A driving record over the last three (3) years that provides a reasonable basis to believe the employee's operation of a District-owned vehicle may present a
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<p>23 Pa. C.S.A. 6344.3 24 P.S. 111 Pol. 317, 818</p> <p>49 CFR 382.213</p>	<p>material risk to District property or to human health and safety (loss of eligibility solely for this reason must be approved by the Superintendent).</p> <p>Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.</p> <p><u>Type A Violations</u></p> <ol style="list-style-type: none"> 1. Driving under influence of alcohol or controlled substance. 2. Homicide by vehicle. 3. Using a motor vehicle for the commission of a felony. 4. Aggravated assault with a motor vehicle. 5. Knowingly permitting an unlicensed person to drive. 6. Reckless driving. 7. Racing on highways. 8. Hit and run driving relating to accidents involving death or personal injury. <p><u>Type B Violations</u></p> <ol style="list-style-type: none"> 1. All moving violations not listed as Type A violations <p>The Chief of School Police or designee shall provide this policy to authorized employees and/or volunteers who operate or request permission to operate a School District-owned motor vehicle.</p> <p>Employees whose job duties include operating motor vehicles owned by the School District shall be responsible to report promptly to the Chief of School Police or designee their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the School District and possible disciplinary action up to and including termination of employment.</p> <p>Authorized volunteers shall be responsible to report promptly to the Chief of School Police or designee their involvement in any reportable accident or any Type A or B moving violation. Failure to report will result in an immediate loss of eligibility to drive motor vehicles owned by the School District.</p> <p><u>Reporting Requirements -</u></p> <p>Covered drivers/authorized volunteers shall report misconduct in accordance with Board policy 317/417/517 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.</p> <p>Covered drivers/authorized volunteers using controlled substances prescribed for</p>
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49 CFR 382.213	<p>therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.</p> <p>Covered drivers/authorized volunteers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."</p> <p>A covered driver/authorized volunteer charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing before the end of the business day following the day the covered driver is charged or cited. Notice is required no matter what type of vehicle the driver was driving.</p>
49 U.S.C. 31303 75 Pa. C.S.A. 1604,1606	<p>A covered driver/authorized volunteer who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee and the contract carrier in writing of the conviction within thirty (30) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.</p> <p>Any covered driver/authorized volunteer whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus, school vehicle, or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus, school vehicle, or commercial motor vehicle for any period, shall notify the Superintendent or designee and the contract carrier immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.</p> <p>Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination.</p> <p><u>Controlled Substances and Alcohol</u></p> <p><u>Drug and Alcohol Testing -</u></p>
49 CFR Part 40, 382, 382.105 49 U.S.C. 31306, 382.105 75 Pa. C.S.A.	<p>The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and/or follow-up.</p>

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1613, 3756	
49 CFR 40.13	<p>The drug and alcohol testing program for employees of school vehicles shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the Federal Drug Testing Custody and Control Form or the Department of Transportation Alcohol Testing Form in its drug and alcohol testing program for school vehicle drivers.</p> <p><u>Prohibited Conduct</u> -</p> <p>Covered drivers/authorized volunteers shall not use medical marijuana products.</p> <p>Covered drivers/authorized volunteers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.</p> <p>A covered driver/authorized volunteer shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus, school vehicle, or commercial motor vehicle under the following circumstances:</p>
67 PA Code 71.3 49 CFR 382.205 75 Pa. C.S.A. 1612, 3756	1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.
49 CFR 382.213 75 Pa. C.S.A. 1603, 3802	2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.
67 Pa Code 71.3 49 CFR 382.207	3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus/school vehicle drivers and within the previous four (4) hours for commercial motor vehicle drivers.
49 CFR 382.213	An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver/authorized volunteers when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus, school vehicle, or commercial motor vehicle.
49 CFR 382.209	A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until s/he undergoes a post-accident test, whichever occurs first.
49 CFR 382.107,	A covered driver shall not refuse to submit to a required test for drugs or alcohol.

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<p>382.211, 40.191 75 Pa. C.S.A 1613</p>	<p><u>Consequences/Discipline</u> -</p>
<p>49 CFR 382.215, 40.23</p>	<p>The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:</p>
<p>49 CFR 382.215, 40.23</p>	<p>1. A verified positive drug test result;</p>
<p>49 CFR 40.23, 382.201</p>	<p>2. A verified adulterated or substituted drug test result;</p>
<p>49 CFR 382.211</p>	<p>3. An alcohol test result of 0.04 or higher; or</p>
<p>75 Pa. C.S.A. 1606, 1612, 1613</p>	<p>4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.</p>
<p>49 CFR 382.505</p>	<p>The district shall place a school bus/school vehicle driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus/school vehicle driver has any detectable amount of alcohol in his/her system.</p>
<p>49 CFR 40.23, 40.289</p>	<p>The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.</p>
<p>49 CFR 40.23, 40.289</p>	<p>A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.</p>
<p>49 CFR 40.23, 40.289</p>	<p>Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.</p>
<p>49 CFR 40.23, 40.289</p>	<p>If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.</p>

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<p>49 CFR 382.401, 40.333 Pol. 800</p> <p>49 CFR 382.405, 40.321</p> <p>49 CFR 40.13</p> <p>49 CFR 382.405, 382.403</p>	<p><u>Maintenance of Records</u></p> <p>The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.</p> <p>Drug and alcohol records shall be confidential, and shall only be released in accordance with applicable law.</p> <p>Drug and alcohol test information for employees driving school vehicles shall be maintained separate from test information for covered drivers, such information shall be treated as confidential and shall only be released in accordance with law.</p> <p>Drug and alcohol test information for employees driving school vehicles shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.</p> <p>Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.</p>
<p>49 CFR 382.601</p>	<p><u>Acknowledgment of Receipt</u></p> <p>Each covered driver shall sign a statement certifying that s/he has received a copy of this policy and it's accompanying administrative regulations.</p> <p>The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.</p>
<p>24 P.S. 1517</p>	<p><u>Training</u></p> <p>Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.</p>
<p>49 CFR 382.603</p>	<p>The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.</p> <p><i>Notes:</i></p>

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	<p>The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.</p> <p>Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et seq.</p> <p>References:</p> <p>49 CFR Part 40, 40.3, 40.15, 40.25, 382, 382.105, 382.107, 382.401, 382.413 382.601, 392.80, 392.82</p> <p>75 Pa. C.S.A. 102, 1601 et seq, 1603, 1604, 1606, 1612, 1613, 1621, 1622, 3316 3756, 3802, 4551 et seq</p> <p>49 U.S.C. 31303, 31304, 31306</p> <p>67 PA Code 71.3, 229.14</p> <p>23 Pa. C.S.A. 6344, 6344.3</p> <p>24 P.S. 111, 111.1, 510, 1517</p> <p>49 CFR 40.13, 40.23, 40.191, 40.261, 40.289, 40.321, 40.333, 382.201, 382.205 382.207, 382.209, 382.211, 382.213, 382.215, 382.403, 382.405, 382.505 382.603, 391.25, 391.41</p> <p>Pol. 304, 317, 351, 404, 417, 504, 517, 800, 810, 818</p>
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