



School City of Mishawaka Driver Information 2023-2024 School Year

The Insurance Carrier for School City of Mishawaka requires the following information for staff members who drive **any** vehicle owned by School City of Mishawaka.

Name: _____ Date of Birth: _____

Drivers License Number: _____ State Issued: _____

Date of Expiration: _____

Has your Driver's License ever been suspended: Yes No If yes, date suspended: _____

List Traffic Violations within the Past 12 Months: _____

Drivers using the Activity Buses will do the following pre-trip inspection:

- Check the exterior of the bus and the engine compartment
- Check the interior of the bus, and know where the fire extinguisher, first aid kit and universal precaution spill kit is located.
- After starting the bus, make sure the lights and windshield wipers work.

During the trip:

- All passengers must wear their seatbelts
- The bus must stop at all railroad crossings.
- No equipment is to be stored in the buffer area at the back of the bus.

Drivers using the Activity Buses will do the following post-trip inspection:

- Sweep bus, take out trash, replace pin on the back door, turn off all lights and lock all doors. Return the bus key, inspection form and gate remote to Administrative Center.

Please carefully read the following information:

IC 9-19-11-3.6

A person who operates a motor vehicle in which there is a child and that is equipped with safety belts commits a **Class D infraction** if:

- the child is at least eight (8) years of age but less than sixteen (16) years of age; and
- the child is not properly fastened and restrained according to the child restraint system manufacturer's instructions by a safety belt.

IC 9-21-5-14

A person may not operate a special purpose bus at a speed greater than:

- **sixty (60) miles per hour** on a federal or state highway; or
- **forty (40) miles per hour** on a county or township highway.

If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply, the maximum lawful speed of a bus is the posted speed limit.

IC 9-21-12-17

Before crossing any railroad track at grade, the driver of a special purpose bus shall stop the bus within fifty (50) feet but not less than fifteen (15) feet from the nearest rail, and:

- listen through an open door;
look in both directions along the track for an approaching train; and
- look for signals indicating the approach of a train.

The driver will not proceed until it is safe to proceed. When it is safe to proceed, the driver shall select a gear that will allow the driver to cross the tracks without changing gears. The driver will not shift gears while crossing the tracks. A driver will not be required to stop when a police officer is directing the flow of traffic across railroad tracks.

IC 9-21-12-18

Whenever the special purpose bus is at a place of departure for transporting passengers, the emergency escape exits, doors, emergency exit windows, roof exits, and service doors must be free of any obstruction that:

- inhibits or obstructs an exit; or
- renders the means of exit hazardous.

I understand that any violation of the statutory terms and conditions set forth above is inappropriate and may constitute a criminal offense and/or subject me to an employment related disciplinary action.

Signature

Date

Return this completed form with a copy of your current driver's license to Michelle Workman at the Services Building. If you have any questions, she can be reached at 574.254.4513 or at workmanm@mishawaka.k12.in.us.