

**STATE BOARD OF EDUCATION**  
**Consent Item**  
February 16, 2017

**SUBJECT:** Approval of Amendment to Rule 6A-3.0171, Responsibilities of School Districts  
for Student Transportation

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**PROPOSED BOARD ACTION**

For Approval

**AUTHORITY FOR STATE BOARD ACTION**

Sections 1001.02(1) and 1006.22, Florida Statutes

**EXECUTIVE SUMMARY**

This amendment will update the Florida School Bus Safety Inspection Manual to the 2017 edition, revise the schedule for recertification of Florida School Bus Safety Inspectors from a calendar year to a fiscal year basis, and incorporate the Florida School Bus Safety Inspection Form (2017-IF), State of Florida School Bus Safety Inspector Application (Form 2017-SI), and District Online Test Administrator Application (Form 2017-TA) by reference. The proposed rule will also include the requirement that school districts report bus inventories using the Online Bus Inventory Application (Form 420). This requirement was formerly in rule 6A-3.016, F.A.C., which is being repealed.

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**Supporting Documentation Included:** Proposed Rule 6A-3.0171, F.A.C.; Florida School Bus Safety Inspection (Form 2017-IF); Online Bus Inventory Application (Form 420); State of Florida School Bus Safety Inspector Application (Form 2017-SI), and District Online Test Administrator Application (Form 2017-TA). State of Florida School Bus Safety Inspection Manual, 2017 (under separate cover)

**Facilitator:** Linda Champion, Deputy Commissioner, Finance and Operations

### **6A-3.0171 Responsibilities of School Districts for Student Transportation.**

Each school district shall exercise specific powers and responsibilities, as follows:

(1) through (7) No change.

(8) Inspection and maintenance of school buses.

(a) To provide, after considering recommendations of the superintendent, adequate storage, maintenance and inspection procedures for all buses owned by the school board, and to assure that all contract buses in use in the district are properly inspected and maintained in accordance with law and rules of the State Board of Education.

(b) The inspection shall be conducted in accordance with procedures and include all items listed in the State of Florida School Bus Safety Inspection Manual, 2017 2008 Edition (DOS link) and documented on the Florida School Bus Safety Inspection Form (2017-IF) effective March 2017. The manual and form 2017-IF are ~~which is~~ hereby incorporated by reference and made a part of this rule. These ~~This~~ documents may be obtained from the Department's website at: <http://fldoe.org/core/fileparse.php/7585/urlt/0085485-floridaschoolbussafetyinspectionmanual-1.pdf> and may also be obtained from the School Transportation Management Section ~~Bureau of Career Development~~, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399, at a cost not to exceed actual production and distribution cost.

(c) Inspection of buses shall be scheduled and performed at a maximum interval of thirty (30) school days. Any bus that is removed from service or deadlined so as to disrupt the safety inspection schedule shall be inspected prior to being returned to service. All deficiencies discovered during the safety inspection shall be noted on the inspection form (2017-IF). Follow-up repairs of all safety related items shall be made before the bus is returned to service and shall be documented.

(d) School bus inspections shall be conducted by technicians certified as school bus safety inspectors in accordance with the State of Florida School Bus Safety Inspection Manual, 2017 2008 Edition. The State of Florida School Bus Safety Inspector Application (Form 2017-SI) (DOS link) effective March 2017, and the District Online Test Administrator Application (Form 2017-TA) (DOS link) effective March 2017 are hereby incorporated by reference and made part of this rule. These documents may be obtained from the Department's website at: <http://fldoe.org/core/fileparse.php/7585/urlt/0085485-floridaschoolbussafetyinspectionmanual-1.pdf> and may also be obtained from the School Transportation Management Section, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399, at a cost not to exceed actual production and distribution cost. The requirement that

inspections be performed by a certified Florida School Bus Safety Inspector may be waived for a period not to exceed six (6) months when an emergency condition exists, upon written notification to the Commissioner of Education by the district superintendent.

(e) No person shall knowingly render inoperative or reduce compliance of any school bus equipment required to meet Federal Motor Vehicle Safety Standards applicable at the time of manufacture.

(9) Transportation records, reports and accounting.

(a) through (f) No Change.

(g) To report bus inventories using the department's Online Bus Inventory Application (Form 420), which may be accessed at <http://app4.fldoe.org/BusOnlineInventory/Login.aspx>. The department's Online Bus Inventory Application, Form 420 (DOS link) is hereby incorporated by reference, effective March 2017. For viewing purposes only, hard copies of the reporting requirements in the Online Bus Inventory Application may be obtained by contacting the Director of the School Transportation Management Section, Department of Education, 325 West Gaines Street, Tallahassee, Florida 32399.

(10) No Change.

*Rulemaking Authority 316.615, 1001.02(1), 1003.31, 1006.21, 1006.22, 1012.45 FS. Law Implemented 316.615, 1003.31, 1006.22, 1012.45 FS. History—New 9-4-64, Amended 3-25-66, 1-17-72, 7-20-74, Repromulgated 12-5-74, Amended 11-24-76, 10-1-81, Formerly 6A-3.17, Amended 9-30-87, 6-26-89, 11-15-94, 8-28-95, 4-18-96, Formerly 6-3.017, Amended 6-11-00, Formerly 6-3.017, Amended 4-21-03, 11-26-08, 3-23-16.*

# FLORIDA SCHOOL BUS SAFETY INSPECTION FORM

**Status Code** \_\_\_\_\_ District School Board

✓ = Item OK

X = Needs Repair Bus# Mileage RO# Date  
 (or as noted)

O = Out of Service Chassis/Body Capacity Model Year

NA Not Applicable Shop Location \_\_\_\_\_

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Initials
<b>A. INSIDE BUS</b>			
	1. <b>Emergency Equipment</b> - Fire Ext. (pressure/tag/mount), First Aid Kit, Body Fluid Cleanup Kit and Reflectors		
	2. <b>Registration and Insurance Card</b>		
	3. <b>Neutral Safety Switch, Shifter and Noise Abatement Switch</b>		
	4. <b>Engine Controls</b> - Key Switch, Accelerator and Engine Shutdown		
	5. <b>Gauges, Indicators, Dash and Switch Panel Lights, Engine Warning Lights/ Buzzers and ABS Warning Light</b>		
	6. <b>Air Brake System</b> - Gauge(s), Build-Up, Governor, Park Brake, Adjustment, Air Leaks, Low Air Warning, PP-1 Pop-Off and Pedal		
	7. <b>Hydraulic Brakes</b> - Warning Light, Gauge, Pedal Travel and Fade, Power Assist and Park Brake		
	8. <b>Windshield Wipers and Washers</b> - Operation, Park and Blades		
	9. <b>Heaters, Defrosters, Auxiliary Dash or Header Fan(s)</b>		
	10. <b>Dome and Step Well Lights</b>		
	11. <b>Service Door</b> - Operation, Control and Overhead Pad		
	12. <b>Horns</b>		
	13. <b>Mirror Adjustment and Condition</b> - Rear vision, Cross-view, Side-view and Interior		
	14. <b>Driver's Seat and Seat Belt</b>		
	15. <b>Passenger Seats</b> - Frames, Mounting, Pads, Cuts, Bottoms, Modesty Panels, Stanchions, Passenger Securement Devices and Webbing Cutter		
	16. <b>Emergency Doors, Windows, Hatches and Passenger Check System</b> - Operation, Buzzers, Labeling and Overhead Pad		
	17. <b>Windshield, Side and Rear Windows</b> - Cracks, Fogging, Latches and Visor		
	18. <b>Wheelchair Lift, Door and Securement System</b> - (if equipped)		
	19. <b>Two-Way Radio Operation</b> - (if equipped)		
	20. <b>Interior Wiring, Cab Hoses and Fire Wall Seals</b>		
	21. <b>General Condition of Bus Interior</b> - Floor, Step well, Grab Rail(s), Paneling, Broom Mounting, Loose Objects Secured and Engine Cover		
<b>B. OUTSIDE BUS</b>			
	1. <b>Headlights, Turn Signals, Hazard, Brake, Tail, Backup Lights, Backup Alarm and Park Lights</b>		
	2. <b>Clearance, Side Marker, ID Lights, Reflectors and Strobe Light</b>		
	3. <b>Pupil Warning Lights</b>		
	4. <b>Stop Arm(s) and Student Crossing Arm</b> - Wiring, Air or Vacuum Leak and Decal		
	5. <b>General Condition of Bus Exterior</b> - Mirrors, Bumpers, Body Damage, Paint Reflective Marking, Lettering, Emergency Door, Engine Hood and Cleanliness		
<b>C. ENGINE COMPARTMENT</b>			
	1. <b>Steering</b> - Play, Column, Steering Gear Box Mounting, Pitman Arm, Drag Link, Steering Arm, Tie Rod & Ends and Idler Arm		
	2. <b>Batteries</b> - Hold Down, Terminals, Cables, Cleanliness, Slide Tray and Load Test		
	3. <b>Fluid Levels and Condition</b> - Brake, Power Steering, Oil, Transmission, Windshield Washer, Coolant (Antifreeze _____ °F) and DEF		
	4. <b>Belts and All Hoses</b> - Tightness, Condition, Routing and Belt Alignment		
	5. <b>Accessory Mounting and Condition</b> - Power Steering Pump, Air Compressor and Filter, Water Pump, Fan, Alternator and Air Cleaner (Restriction) _____ (H <sub>2</sub> O)		
	6. <b>Wiring</b> - Routing and Condition		

Status Code	INSPECTION ITEMS	COMMENTS (Note Specific Deficiencies)	Tech. Initials
	7. <b>Fuel System and Lines</b>		
	8. <b>Radiator</b> - Mounting, Cap, Reservoir and Fan Shroud		
<b>D. UNDERNEATH BUS</b>			
	1. <b>Front Suspension</b> - I-Beam, U-Bolts, Springs, Spring Mounts, Shackles, Pins and Bushings, Shocks, Kingpins, Wheel Bearings, Seals, A-Frames, Bushings and Ball Joints		
	2. <b>Front Brakes</b> - Hoses, Lines, Chambers, Slack Adjusters, Push rods, Linings, Drums, Rotors and Wheel Cylinders or Calipers. Check and Adjust MSA-Equipped Brakes. Do Not Adjust ASA-Equipped Brakes		
	3. <b>Engine Mounts, Transmission Mounts and Starter Mounting</b>		
	4. <b>Transmission</b> - Bolts, Linkage, Lines, Filter and Cooler		
	5. <b>Fluid Leaks</b> - Oil, Coolant, Transmission, Power Steering and DEF		
	6. <b>Fuel and DEF Tank</b> - Leaks, Mounting, Hoses and Wiring		
	7. <b>Brake Equipment</b> – ABS, Lines, Valves, Reservoir Mounting and Bleed Reservoirs		
	8. <b>Driveline</b> - Shafts, U-Joints, Yokes, Hanger Bearings, Guards Driveshaft and Park brake		
	9. <b>Rear Suspension</b> - Axle Housing, Vent, Differential, Springs, U-Bolts, Shocks, Spring Shackles, Pins and Bushings, Hangers, Seals and Wheel Bearings		
	10. <b>Rear Brakes</b> - Hoses, Lines, Chambers, Slack Adjusters, Push rods, Linings, Drums, Rotors and Wheel Cylinders or Calipers. Check and Adjust MSA-Equipped Brakes. Do Not Adjust ASA-Equipped Brakes		
	11. <b>Body Securement and Structure</b> - Hold Downs, Floor, Outriggers, Braces, Skirts and Chassis Frame Rails		
	12. <b>Exhaust System</b> - Leaks, Mounting, Muffler, Tailpipe and DEF System		
	13. <b>Wheels and Tires</b> - Tread Depth, Pressure, Damage, Matching, Alignment and Wheel Hardware		
<b>E. LUBRICATION &amp; MAINTENANCE (OPTIONAL)</b>			
	1. <b>Change Oil and Replace Oil Filter(s)</b> Qts. _____		
	2. <b>Replace Fuel Filter(s) Primary/Secondary and Drain Separator</b>		
	3. <b>Replace Transmission Filter(s)</b> Qts. _____		
	4. <b>Replace Air Compressor Filter (if applicable)</b>		
	5. <b>Replace Power Steering Filter</b> Pts. _____		
	6. <b>Replace Engine Air Cleaner Filter</b>		
	7. <b>Replace Coolant Filter (if applicable)</b>		
	8. <b>Test Starting and Charging System</b> Amps _____ Volts _____		
	9. <b>Lubricate Chassis and Body</b> Lbs. _____		
	10. <b>Air Conditioning</b> If equipped, perform A/C system preventive maintenance according to manufacturer recommendations and district procedure.		
<b>F. ROAD TEST</b>			
	1. <b>Brake Performance</b> - Park Brake, Stopping Distance and Equalization		
	2. <b>Engine, Transmission and Driveline</b> - Engine Performance, Governor and Shifting		
	3. <b>Steering and Handling</b> - Free Play, Power Assist, Column and Tracking		

Comments:

	Tread Depth	Air Pressure
	RF	/32 PSI
	LF	/32 PSI

	Tread Depth	Air Pressure
RRO	/32	PSI
RRI	/32	PSI
LRI	/32	PSI
LRO	/32	PSI

NOTE: Follow the manufacturer's inspection and maintenance procedures for any equipment not noted on this form.

Inspector's Signature: \_\_\_\_\_

Inspector's Certification #: \_\_\_\_\_

Service Manager's or Delegate's Initials: \_\_\_\_\_

Bus Returned To Service Date: \_\_\_\_\_

Online Bus Inventory Application

Manage Bus Change Password Reports Logout

Return to Admin

District:

Bus Details

- Add Bus
- Delete Bus
- Edit Bus

Date:

Session time left: 19 minutes

		CHASSIS		BODY	
<input type="text"/>	Bus # *	<input type="text"/>	Manufacturer *	<input type="text"/>	Manufacturer *
<input type="text"/>	Bus Type *	<input type="text"/>	Model *	<input type="text"/>	Body Model *
<input type="text"/>	Service Schedule *	<input type="text"/>	Chassis Build Date *	<input type="text"/>	Serial *
<input type="text"/>	Owned By *	<input type="text"/>	Fuel Type *	<input type="text"/>	A/C Equipped *
<input type="text"/>	Delivered Date *	<input type="text"/>	Vin Number *	<input type="text"/>	A/C Manufacturer
<input type="text"/>	In-Service Date *	<input type="text"/>	Transmission Model *	<input type="text"/>	A/C Model
<input type="text"/>	In-Service Miles	<input type="text"/>	Transmission Serial	<input type="text"/>	Lift Equipped *
<input type="text"/>	Shell Capacity *	<input type="text"/>	Engine Model *	<input type="text"/>	Lift Manufacturer
<input type="text"/>	Seating Capacity	<input type="text"/>	Engine Serial	<input type="text"/>	Lift Model
<input type="text"/>	Wheelchair Capacity	<input type="text"/>	Trans Ext Warranty	<input type="text"/>	Lift Serial
<input type="text"/>	Shop Location	<input type="text"/>	Bid Year	<input type="text"/>	Update Year
<input type="text"/>	Lap Belt Equipped *	<input type="text"/>			16

Form 420

Rule 6A-3.0171

Effective March 2017

**STATE OF FLORIDA, SCHOOL BUS SAFETY INSPECTOR APPLICATION**  
(Please Type or Print)

\_\_\_\_\_  
First Name M.I. Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Street Address, Apt. # City State Zip

\_\_\_\_\_  
Driver License Number (Last 6 Digits) Birth Date Education: (Check Highest Level achieved)

\_\_\_ High School or GED \_\_\_ Two-year College

\_\_\_ Post graduate \_\_\_ Four-year College

\_\_\_\_\_  
The School District or Employer You Work For

\_\_\_ (CERTIFICATION) \_\_\_ (RECERTIFICATION): **CHECK ONE**

APPLICATION LEVEL - **CHECK ONE:**

\_\_\_ 1. INSPECTOR

\_\_\_ 2. TRAINER

\_\_\_ 3. SUPERVISOR

**WORK EXPERIENCE**

For certification levels, 1, 2 and 3, the applicant must be able to document a minimum of two years journeyman-level mechanical experience or a two-year Vocational/Technical (Vo-Tech) degree in any of the following areas: a) Automotive; b) Truck; c) Heavy Equipment or, d) Buses (transit or school).

*List employers where you gained applicable experience:*

1. Employer (Current or most recent):

\_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip

Your Position or Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Tel. #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Employed From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Employer (Previous):

\_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip

Your Position or Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Tel. #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Employed From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** If needed to demonstrate compliance with requirements, list additional employers, mechanical experience or degree information on a separate piece of paper and attach it to this application.

**CERTIFICATION INFORMATION**

\_\_\_\_\_  
Name of Employer or School District

\_\_\_\_\_, Florida \_\_\_\_\_  
*Work or Mailing Address*                      *City*                      *Zip*

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Note: Send the completed application to Florida Department of Education, School Transportation Management Section at 325 West Gaines Street, suite 834, Tallahassee, Florida 32399-0400. All signatures are required and the test candidate must bring a valid driver's license to the hands-on test site.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The applicant meets all training requirements:

Trainer's Signature: \_\_\_\_\_ Trainer's Cert. # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The applicant meets all applicable qualifications and requirements:

Transportation Director's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THIS SECTION FOR FDOE USE ONLY**

Inspector: \_\_\_\_\_ Trainer: \_\_\_\_\_ Certification \_\_\_\_\_ Recertification \_\_\_\_\_

Applicant denied certification due to:

Insufficient Data \_\_\_\_ Does Not Qualify \_\_\_\_ Insufficient Experience \_\_\_\_ Classified Mechanic's Helper \_\_\_\_ Training Not Received \_\_\_\_

Written (online) Test Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* Retest Date: 1. \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* Retest Date: 2. \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* Retest Date: 3. \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

Hands-On Test Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* Retest Date: 1. \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* Retest Date: 2. \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* Retest Date: 3. \_\_\_\_/\_\_\_\_/\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

\* If Applicable

Certified By: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name of FDOE Official

**DISTRICT ONLINE TEST ADMINISTRATOR APPLICATION**

To submit a request for qualification, this application must be completed by the school district or organization. Under provisions of rule 6A-3.0171, Florida Administrative Code (F.A.C.), successful applicants will be qualified to administer the State of Florida School Bus Safety Inspector online test. Test administrators will be in direct contact with Florida Department of Education (FDOE) to coordinate all certification testing for the school district or organization. Test administrators may assist other school districts or organizations that do not have a test administrator. Applicants must submit this application to the FDOE, School Transportation Management Section. The superintendent of schools or an executive manager for any other type of organization must sign this application.

**PLEASE PRINT OR TYPE**

Employer: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Other Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the person listed above meets the requirements to be a School Bus Safety Inspector Test Administrator for \_\_\_\_\_ (organization or school district).

I agree to work cooperatively to provide testing opportunities requested by other organizations or school districts that do not have a test administrator or to fulfill testing requests made by the School Transportation Management Section of the FDOE.

Superintendent or Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed application to:  
Florida Department of Education  
School Transportation Management Section  
325 West Gaines Street, Room 834  
Tallahassee, Florida 32399-0400  
850-245-9935 FAX  
850-245-9795 Phone  
[schtrans@fldoe.org](mailto:schtrans@fldoe.org)