

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 9.11

TRANSPORTATION RECORDS

The Trumbull County Board of Developmental Disabilities shall cause the required records and reports to be completed and maintained for the transportation program. These shall include, but not be limited to:

1. Records to document that the correction of mechanical deficiencies discovered during annual inspections have occurred,
2. Records that document routine maintenance and repair for each vehicle. A driver shall make a daily inspection to determine if the vehicle is in safe operating condition
3. Current route maps
4. Emergency medical information and authorization,
5. Current insurance information,
6. Lists of individuals to be transported and their addresses,

Three (3) through six (6) shall also be maintained on each bus.

7. Maintain and file a bus accident report for each accident including reports to appropriate law enforcement agencies.

Adopted 06/24/85
Revised 08/25/93
12/23/96
10/27/97
Updated 7/24/2012