



STATE OF SOUTH CAROLINA DEPARTMENT OF EDUCATION

Mick Zais
Superintendent

1429 Senate Street
Columbia, South Carolina 29201

MEMORANDUM

TO: SCDE County Supervisors and Shop Managers

FROM: Dennis Meyers, Program Manager
District Services, Office of Transportation

DATE: August 7, 2012

SUBJECT: Releasing Route Buses to School Districts
(Re-statement of SCDE Office of Transportation Procedure)

County Supervisors are instructed to verify that each individual picking up a state bus for the start of school this year is properly certified to operate a state bus prior to their taking possession of a bus for a school district. A state bus can only be released to the driver that is assigned to drive the bus for the district.

The purpose for this requirement is to insure that each bus driver takes possession of only his or her state school bus and has current certifications as required in law before a bus is released. No route buses will be released for any vacant driver positions. Route buses without an assigned driver will be issued to the district when a certified driver is assigned to drive the bus after the school year begins.

County Supervisors and Shop Managers are required to make and file a copy (in the shop) of the following information for each assigned bus driver taking possession of a state school bus before releasing the bus to the district:

1. Bus driver's valid bus certificate
2. Bus driver's valid CDL
3. Bus driver's valid CDL Physical Card

To speed up the process, the assigned driver can bring copies of the three documents with them to pick up the bus. The County Supervisor must verify the information on the copies with the originals in the driver's possession. The County Supervisor/Shop Manager will also record the route buses assigned to each central parking location and the assigned driver's name for the route bus.

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The school district's bus supervisor can send a copy of the above information and a written statement declaring that the bus driver assigned to the route bus is not able to take possession of his or her bus because of illness, working at another job, etc.

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