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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

August 31, 2023

(X) Action Required
Due date: October 31, 2023
() Informational

BULLETIN NO. 055-23 STUDENT TRANSPORTATION

TO: Educational Service District Superintendents
School District Superintendents
School District Transportation Administrators
Regional Transportation Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: School Bus Driver Compliance Report for the 2023–24 School Year

CONTACT: Kim Kimbler, Administrative Program Specialist
360-725-6123, kim.kimbler@k12.wa.us

PURPOSE/BACKGROUND

Washington Administrative Code (WAC) 392-144-160 requires school districts to annually evaluate each authorized driver for continuing compliance with the provisions of chapter 392-144 no later than the last business day of October.

Each school district must verify each authorized driver continues to meet the requirements in WAC 392-144-102, including the physical requirements of WAC 392-144-102(5)(a)–(d) as well as verify each authorized driver has provided a disclosure in writing, signed, and sworn under penalty of perjury, which updates the disclosure required by WAC 392-144-102(4). A sample school bus driver’s annual disclosure form (revised 8/2020) is available online at [School Bus Forms](#). The evaluation must also ensure each authorized driver has not violated the disqualifying conditions listed in [WAC 392-144-103](#).

In addition, school districts are required to review and update the School Bus Drivers’ Online Database in the Education Data System (EDS) to validate the accuracy of their school bus drivers’ records.

An **authorized school bus driver instructor must provide this year's annual in-service training to their authorized school bus drivers by October 31, 2023**, and the current in-service date inserted in the School Bus Driver's Online Database.

The annual *School Bus Driver Compliance Report* is submitted electronically to the Office of Superintendent of Public Instruction (OSPI) Student Transportation Department using the School Bus Drivers' Online Database.

An individual with access to the Online Database will need to log into the School Driver Certification Application and select the link titled, *Annual School Bus Driver Compliance Report* (second link from the bottom).

The *Annual School Bus Driver Compliance Report* requires districts to attest that all drivers are in continued compliance per WAC 392-144-160. The form must be completed by checking the boxes. If a driver is on leave and does not meet the minimum requirements, please change the driver's status to "Driver on Leave."

When you have completed the report, please fill in your district's name, your first and last name, your email address and click on the "Submit" button. If you want a copy of the report submitted to OSPI for your files, click on the "Print Compliance Report" button at the bottom of this page.

An email will be sent to Student Transportation. The email will inform the Student Transportation office you have certified your school bus drivers are in compliance with the minimum requirements of chapter 392-144 WAC, and your bus driver website is up to date.

Instructions on how to navigate through the School Bus Drivers Online Database is available by clicking on the last link titled, Online Instructions.

INFORMATION AND ASSISTANCE

If you have questions about the School Bus Drivers Database or the *School Bus Driver Compliance Report*, please contact Kim Kimbler, Administrative Program Specialist, at kim.kimbler@k12.wa.us, or at 360-725-6123.

The agency TTY number is 360-664-3631.

This information is also available on OSPI's [Bulletins](#) website.

Tennille Jeffries-Simmons
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Patti Enbody
Director
Student Transportation
and Traffic Safety Education

CR:kmk

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