



Ohio Administrative Code Rule 3301-83-14 Records and reports.

Effective: July 1, 2025

Each school transportation vehicle owner or operator shall maintain and make available for inspection, upon request of the Ohio state highway patrol or the department of education and workforce, the following records for the management and reporting of the pupil transportation program.

(A) Maintenance and repair:

(1) Records to document that reported mechanical deficiencies discovered during inspections were corrected.

(2) A maintenance and repair record for each school transportation vehicle.

(3) Documented proof of pre-trip inspection for each school transportation vehicle will be kept on file for no less than twelve months.

(B) An accounting system for fuel consumption and costs for routine and non-routine use of school buses and annual operating costs by vehicle and by fleet needed to submit T-2 data electronically to the department of education and workforce if applicable.

(C) A pupil accounting system that details assigned:

(1) School bus;

(2) School bus stop;

(3) School of attendance, student name and address, telephone number, date of birth, and grade.

(D) A record of routine and non-routine daily and annual miles driven by vehicle and by fleet.



(E) A reporting of the numbers of regular and substitute school bus drivers, mechanics, supervisors, secretaries, clerks and drivers' aides.

(F) Maintain and file a copy of the following documents:

(1) Driver training records

(2) Ohio pre-service driver training certificate

(3) Drug and alcohol training certificate

(4) Blood-borne pathogens training certificate

(5) Biannual BMV reports

(6) Annual in-service training records

(7) Criminal record check

(8) Physical examination report

(9) Local certificate issued pursuant to section 3327.10 of the Revised Code.

The physical examination, criminal record, BMV reports, and the drug and alcohol test results are to be kept confidential.

(G) Vehicle accident data:

(1) Report T-10 accident data electronically to the department of education and workforce, and submit a copy by email to the Ohio state highway patrol at: adlcs@dps.ohio.gov, for any school bus or motor van accident that results in a fatality, an injury, or vehicle or property damage in excess of one thousand dollars. Accident data will be submitted within fifteen days of the accident or



occurrence.

(2) The Ohio state highway patrol is to be notified within forty-eight hours of when any school bus, or other vehicle authorized in rule 3301-83-19 for pupil transportation, is involved in a motor vehicle accident involving injury or property damage.

(3) For purposes of this rule, "accident" has the same meaning as in rule 4501-31-01(B) of the Administrative Code.

(H) Submit reports according to instructions provided by the department of education and workforce and the Ohio state highway patrol.