# Superintendent’s Memo #193-19

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: August 9, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

**SUBJECT: National Transportation Safety Board Bus Driver Physical Performance Recommendation**

The National Transportation Safety Board (NTSB) recently advised governors to have their state pupil transportation departments review their school bus driver physical performance test requirements to ensure that they require all drivers to pass a physical performance test on hiring and at least annually, and also whenever a driver’s physical condition changes in a manner that could affect his or her ability to physically perform school bus driver duties, including helping school bus passengers evacuate a school bus in an emergency.

Because school divisions are already in the process of hiring bus drivers and starting the school year, and to comply with NTSB’s recommendation, the Virginia Department of Education (VDOE) is recommending that school divisions add the following certification to your bus drivers’ personnel files to ensure that the school bus drivers are informed and aware of this proposed requirement: “*I will immediately inform the school division transportation office if my physical or mental condition changes in a manner that could affect my ability to perform my school bus driver duties, including helping school bus passengers evacuate a school bus in an emergency, since the issuance of my most recent physical certificate.”*

The VDOE, to meet NTSB’s recommendation, will propose adding the language mentioned above to the physical assessment form E.B.001 that school bus drivers have to sign and submit annually. The VDOE has informed the Secretary of Education’s office about this proposed change. Also, this change will involve review and approval of the proposed addition by the Board of Education. It is anticipated the Board of Education will consider this change to form E.B.001 at its next meeting on September 19, 2019. Upon the expected Board of Education approval of this proposed change in September, the final regulatory process and adoption of the proposed change is expected to take about a year. You will be notified in another communication upon final approval of this change and its effective date.

The Office of the Governor will respond to NTSB’s letter informing them of the changes that Virginia will implement in order to meet NTSB’s recommendation.

If you have questions concerning this change, please contact Vijay Ramnarain, Director, Office of Support Services, at (804) 225-2037 or [Vijay.Ramnarain@doe.virginia.gov](mailto:Vijay.Ramnarain@doe.virginia.gov) or Kerry Miller, Associate Director, Pupil Transportation Services, at (804) 225-2772 or [Kerry.Miller@doe.virginia.gov](mailto:Kerry.Miller@doe.virginia.gov).

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