

Book	Policy Manual
Section	Special Update - Transportation Supplement - October 2025 OH
Title	Special Update - Transportation Supplement - October 2025 OVERVIEW
Code	01 - OVERVIEW
Status	From Neola

## **OHIO LOCAL SPECIAL UPDATE OVERVIEW AND COMMENTS**

### **TRANSPORTATION SUPPLEMENT**

### **OCTOBER 2025**

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All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: [production@neola.com](mailto:production@neola.com)). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email: [accounts@neola.com](mailto:accounts@neola.com)).

Please do not retype Neola materials before returning them for processing. We prefer to have the original materials returned after you have marked them, indicating which changes and additions you choose to have/not have for your District. If a District decides not to adopt a policy or an administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that section.

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute, in their entirety, policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review district-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to include in the replacement policy. If so, any text from the current policy should be added using "Track Changes" or the editing tools in the BoardDocs platform in the replacement policy or guideline before returning it electronically to the Coshocton office for processing.

If the District authors language and adds that language to a policy template, or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

### **Processing Update Materials**

If you will be making changes to these Update documents electronically, use "Track Changes" or the editing tool in the BoardDocs platform to mark the Neola materials, indicating which of the proposed revisions and additions you choose to include or not include for your District, or to make additional edits, before returning them electronically for processing. Be sure to leave the "track changes" and marked-up version as the one you submit to the production office in Coshocton, Ohio.

### **District-Specific Material**

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola's warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

- A. Materials from the District's existing materials that the District requests be incorporated during the drafting process;
- B. New materials that the District develops, in their entirety, and exclusive of Neola; and
- C. Revisions or deletions that substantively depart from Neola's templates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such District-specific materials be incorporated. Neola reserves the right, but is not obligated, to advise the District to seek its own legal review of District-specific materials.

### **Notice Regarding Legal Accuracy**

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Ennis Britton Co., L.P.A. or Peters Kalail & Markakis Co., L.P.A. for consistency with Federal and State law.

## **BYLAWS AND POLICIES**

### **Policy 4162 - Drug and Alcohol Testing of CDL License Holders Who Perform Safety-Sensitive Functions (Revised)**

This policy has been revised to reflect the statutory and regulatory changes to the Return-to-Duty ("RTD") process as required by the Federal Motor Carrier Safety Administration ("FMCSA"), including evaluation by a qualified Substance Abuse Professional, education and/or treatment, and follow-up evaluation.

This revision should be adopted to maintain compliance with current requirements.

### **Policy 4162.01 - Drug and Alcohol Testing of Employees Without CDL Licenses Who Transport Students in Alternative Vehicles (Non-DOT Testing) (NEW)**

This policy has been added to reflect regulatory changes to the qualifications of drivers of alternative vehicles, including the need for drug and alcohol testing for non-DOT drivers.

### **Policy 8600 - Transportation (Revised)**

This policy has been revised to reflect new regulations affecting alternative vehicles.

### **Policy 8600.04 - Bus and Alternative Vehicle Driver Certification (Revised)**

Language in this policy has been revised to reflect new terminology in state regulations for alternative vehicles, as well as corrections to references for background check disqualifying offenses.

### **Policy 8640 - Transportation for Non-Routine Trips (Revised)**

These revisions add language reflecting Ohio Revised Code authorizing school districts to provide transportation services for other entities. Revisions also address the use of multifunction school activity buses and the use of alternative vehicles as authorized by House Bill 54.

## **Policy 8650 - Transportation by Alternative Vehicles (Revised)**

House Bill 54 and House Bill 96 were enacted in 2025, along with Pupil Transportation rule changes promulgated by the Ohio Department of Education and Workforce ("DEW"). Revisions to these policies and related administrative guidelines reflect those changes.

## **ADMINISTRATIVE GUIDELINES**

### **AG 4162A - Memorandum to CDL License Holders Regarding the District's Drug and Alcohol Testing Program (Revised)**

See note on Policy 4162.

### **AG 8600 - Transportation (Revised)**

Updates reflect current procedures in managing non-compliance violation notifications, student conduct management on buses, impractical procedures, and use of alternative vehicles. These update recent regulatory updates in both Ohio Revised Code and Ohio Administrative Code.

### **AG 8605 - Bus Safety Procedures (Revised)**

Updates reflect current regulations regarding the use of cell phones on school buses, student emergency medical information, and address regulatory changes in administrative code, particularly requiring transportation safety procedures.

### **AG 8670 - Transportation Cost Analysis (Revised)**

This guideline has been updated to provide more direction in the preparation and use of regular transportation cost analysis procedures.

## **COMMENTS**

### **Reviewing Board Minutes**

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify action that results in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

**Last Modified by Beth Harman on October 22, 2025**