

Readopt Saf-C 1302.01, effective 6-22-24 (Document #14005), to read as follows:

PART Saf-C 1302 DEFINITIONS

Saf-C 1302.01 “Approved school bus” means “school bus” as defined in RSA 259:96, or a multipurpose passenger vehicle, which is used for the transportation of pupils to any school or school related activity and which has been issued identification indicating that it has been approved as a school bus and meets the inspection requirements of RSA 266:7. The term shall not include a motor vehicle used by a parent to transport their children to any school, or school related activity.

Adopt new Saf-C 1302.02 to read as follows:

Saf-C 1302.02 “Authorized agent” means individuals or entities authorized by the director to act on behalf of the Division of Motor Vehicles in an official capacity for specified duties or responsibilities.

Readopt and renumber Saf-C 1302.02 through Saf-C 1302.15, effective 6-22-24 (Document #14005), as Saf-C 1302.03 through Saf-C 1302.16, to read as follows:

Saf-C 1302.0~~32~~ “Commissioner” means “commissioner” as defined in RSA 259:13.

Saf-C 1302.0~~43~~ “Department” means “department” as defined in RSA 259:19.

Saf-C 1302.0~~54~~ “Director” means “director” as defined in RSA 259:20.

Saf-C 1302.0~~65~~ “Division” means “division” as defined in RSA 259:22.

Saf-C 1302.0~~76~~ “Manufacture date” means the date that the chassis was manufactured, if the body and chassis are built by different manufacturers, or the date of certification by the manufacturer, if the body and chassis are built by a single manufacturer.

Saf-C 1302.0~~87~~ “Multipurpose passenger vehicle” means a vehicle such as a van, station wagon, and passenger vehicle of a type that is not designed as a school bus and has a rated passenger capacity of a maximum of 10 passengers including the driver. The term does not include a vehicle which has been equipped with seating to carry a maximum of 10 passengers but is manufactured solely for the transportation of cargo.

Saf-C 1302.0~~98~~ “North American Standard” means the publication entitled “North American Standard Out-of-Service Criteria”, distributed by the Commercial Vehicle Safety Alliance, April 1, 2023 edition, available as noted in Appendix B.

Saf-C 1302.1~~09~~ “Private passenger vehicle” means “private passenger vehicle” as defined in RSA 259:81.

Saf-C 1302.1~~10~~ “Pupil” means a person enrolled in any public school, preschool through twelfth grade, under the age of 21, or any person who is enrolled in a program for students with special needs under the age of 21. The term includes “student”.

Saf-C 1302.1~~24~~ “Roster year” is the period beginning June 30th of the submitting year until September 15th of the following year. The most current submitted roster supersedes all prior June rosters submitted.

Saf-C 1302.1~~32~~ “School bus” means “school bus” as defined in RSA 259:96.

Saf-C 1302.1~~43~~ "School bus type" means a type A, B, C, or D school bus as defined in the “National School Transportation Specifications & Procedures”, 2015 edition, available as noted in Appendix B.

Saf-C 1302.1~~54~~ “School bus driver” means a person, certified pursuant to RSA 263:29, who drives any school bus transporting pupils to and from any public school or school related activity.

Saf-C 1302.1~~65~~ “School related activity” is an event or sports activity involving pupils, to include intramural events, sponsored or approved by a public school, school district, school board, or school administrative unit.

Adopt new Saf-C 1302.17 and Saf-C 1302.18, to read as follows:

Saf-C 1302.17 “School bus inspection station” means an inspection station authorized by the department to conduct safety inspections pursuant to RSA 266:7.

Saf-C 1302.18 “School bus inspection sticker” or “sticker” means DSMV 456 “School Bus Inspection Sticker” (rev. 9/26) and shall be provided by the department.

Readopt with amendment Saf-C 1304.01, effective 6-22-24 (Document # 14005), to read as follows:

Saf-C 1304.01 Qualifications of Applicant.

(a) No person shall drive a school bus or be issued a certificate to drive a school bus or multipurpose passenger vehicle unless the person:

- (1) Is 18 years of age or older. Any interstate driver shall be 21 years of age or older;
- (2) Holds a valid driver license for a minimum of 2 years;
- (3) Has held a valid driver license for a minimum of 2 years;
- (4) Has submitted their name to the division on a roster, form DSMV 126, “School Bus Driver Roster,” (rev. 0~~6~~~~9~~/2~~6~~~~4~~), signed by the person responsible at the school district or school bus company for which the person shall be driving a school bus;
- (5) Can read and speak sufficiently to converse with the public, understand highway traffic signs and signals, respond to official inquiries, and make entries on required reports and records;
- (6) Has been physically examined and is qualified to drive a school bus in accordance with the provisions of 49 CFR 391.41 through 49 CFR 391.47 if a commercial driver license holder, or Saf-C 1304.02 if a non-commercial driver license holder;

(7) Meets the requirements of 49 CFR 382, pertaining to controlled substances and alcohol use and testing, if the person is a holder of a commercial driver license;

(8) Has successfully completed a written examination required by the department; and

(9) Meets the requirements of RSA 189:13-a and RSA 189:13-b.

(b) For the purposes of (a)(8) above, the written examination shall consist of rules of the road, motor vehicle laws, and rules for driving a school bus.

(c) Upon successful completion of the requirements set forth in (a) above, a school bus driver's certificate shall be issued, expiring on the same date as the person's driver license.

(d) An applicant with an out of state school bus certificate or equivalent credential shall be eligible for a New Hampshire school bus driver's certificate without having to complete the 10 hours of pre-service training or written examination provided the training they received in their home state meets or exceeds the requirement outlined in Saf-C 1305.02. Eligibility shall be determined by an authorized agent of the director.

~~(e)~~ To maintain a school bus driver's certificate, the driver's name shall be submitted to the division on a roster, form DSMV 126 "School Bus Driver Roster" (rev. 9/26), pursuant to (a)(4) above. The roster shall be submitted no later than June 30th for the ensuing school year to allow time for the division to complete a motor vehicle and criminal record check. To maintain a school bus driver's certificate, the school district or school bus company shall provide proof that the driver has completed 8 hours of annual instruction, pursuant to Saf-C 1305.03(b).

(f) Upon renewal of a driver license, the person shall take a written examination on the rules of the road, motor vehicle laws, and rules for driving a school bus in order to renew a school bus driver's certificate.

Readopt with amendment Saf-C 1305.05, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1305.05 School Bus Driver Instructor Recertification.

(a) Each school bus driver instructor's recertification shall consist of a minimum of 18 credit hours within a 3-year period. One credit hour shall be granted for every hour of courses, workshops, or seminars. A one-time 3-month extension shall be granted, for good cause, to fulfill the minimum 18-hour credit within a 3-year period as long as the outstanding number of credits needed is no more than 3.

(b) For the purposes of (a) above, good cause shall include:

- (1) Temporary disability;
- (2) Family illness; or
- (3) Death in the family.

(c) Each recertification course shall be reviewed by the division to ensure that it has a curriculum in compliance with the areas set forth in Saf-C 1305.04(c) or any other related school bus safety curriculum.

(d) The instructor shall complete and submit form DSMV 463, “School Bus Driver Instructor Recertification Application,” (rev. 06/24), to provide to the division the list of courses, workshops, and seminars attended prior to the expiration date of the school bus driver's certificate. The list shall include the hours of attendance and shall be signed by the instructor's employer.

(e) The instructor shall attach course completion certificates for each course listed on the form DSMV 463 “School Bus Driver Instructor Recertification” (rev. 9/26).

(f) A valid school bus certificate shall not be required for recertification.

Readopt with amendment Saf-C 1306.05, effective 6-22-24 (document #14005), to read as follows:

Saf-C 1306.05 Behavior of School Bus Driver.

(a) For the purposes of this section, “on-duty” means the time a bus driver is on the school bus, whether the bus is parked or in motion.

(b) While on-duty, each school bus driver shall:

- (1) Properly wear the seat-belt assembly when operating the school bus;
- (2) Be appropriately dressed in accordance with these rules and school district or school bus company policy. For the purposes of this paragraph, “appropriately dressed” means a neat and clean appearance; and
- (3) Wear a closed-toe and fully closed-heeled shoe or boot.

(c) While on-duty. Each school bus driver shall not:

- (1) Use tobacco products while on-duty. For the purposes of this paragraph, “tobacco products” includes cigarettes, cigars, pipes, vaping devices, e-cigarettes, and chewing tobacco;
- (2) Consume or transport any intoxicating liquor or beverage, or drugs;
- (3) Use vulgar or obscene language or gestures in the presence of pupils;
- (4) View or possess obscene material while in the presence of pupils:
- (5) Consume any food or beverage while the bus is in motion or while pupils are on the bus;
- (6) Use any hand-held electronic device, to include a cellular phone, while the bus is in motion;
- (7) Use any television viewer, screen, or other means of visually receiving a television broadcast or recorded video signal while the bus is in motion; and
- (8) Manipulate any navigation system device while the bus is in motion that does not meet the requirements of Saf-C 1313.16.

(d) Any school, organization, or company who engages in school bus transportation shall report to the division the termination of any employee that has conducted themselves in a manner which calls into question their ability to safely transport or be in the presence of pupils. Any employee who resigns in lieu

of termination for such conduct shall also be reported to the division.

Readopt with amendment Saf-C 1307.02 through Saf-C 1307.04, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1307.02 Vehicle Maintenance.

(a) Each school bus inspected pursuant to ~~RSA 266:1 and~~ RSA 266:7 shall be maintained in safe operating condition. A preventive maintenance program shall be followed to ensure proper care of a school bus, whether owned, leased, or contracted.

(b) A maintenance schedule shall be kept by every school bus owner on a chronological basis. The maintenance records shall be retained for a minimum of 24 months and shall be available for inspection by a law enforcement officer.

Saf-C 1307.03 Safety Inspection. Each ~~approved~~ school bus ~~exceeding 10,000 pounds~~ shall be inspected ~~semi-~~annually at an official inspection station, pursuant to ~~RSA 266:1, IX and~~ Saf-C 3200. Each school bus subject to the federal motor carrier safety regulations shall also be inspected and maintained in accordance with 49 CFR parts 391 and 393. ~~Each approved school bus weighing 10,000 pounds or less shall be inspected once annually at an official inspection station, pursuant to RSA 266:1 and Saf C 3200.~~

Saf-C 1307.04 School Bus Inspections and Audits. ~~In addition to the requirements of RSA 266:1, IX, E~~ Each school bus used to transport pupils shall be subject to one or more inspections on an annual basis by a law enforcement officer or authorized agent of the director pursuant to RSA 266:7. The purpose of any inspection shall be to determine if a school bus is safe and fit for the transportation of pupils. The owner or driver of a school bus shall be required to have the vehicle available for inspection.

Readopt with amendment Saf-C 1307.06 through Saf-C 1307.07, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1307.06 Inspection of Vehicle. During an inspection pursuant to RSA 266:7, any school bus that is found to be unsafe or unfit for the transportation of pupils shall not be used until the required repairs have been made by the carrier or their agent and noted on the vehicle condition report, form DSMV 650, "School Bus Inspection Report," (rev. 069/246).

(a) Each driver of an approved school bus shall perform a daily pre-trip inspection of their vehicle. The responsibility for ensuring that daily inspections are conducted and that appropriate reports are maintained shall be placed with the driver or a person designated by the school district or school bus company.

(b) The pre-trip inspection shall include the following:

- (1) Windshield and wipers;
- (2) Engine compartment, including battery, belts, wiring, oil level, fluid level, and radiator;
- (3) All outside lights;
- (4) Exhaust system;

- (5) Leakage of water or oil under the bus;
- (6) Tires and wheels;
- (7) Emergency exits and buzzers, including:
 - a. Entrance door;
 - b. Windows;
 - c. Roof hatches, if applicable; and
 - d. Rear door;
- (8) All mirrors;
- (9) All gauges;
- (10) Defrosters, heaters, and horn;
- (11) Emergency equipment, including:
 - a. Complete first aid kit;
 - b. Fire extinguisher;
 - c. Reflector kits;
 - d. Chock blocks; and
 - e. Body fluid kit;
- (12) All glass;
- (13) Brakes, including fluid leaks;
- (14) Seats;
- (15) All interior lights;
- (16) Cleanliness of bus interior;
- (17) Security of fuel filler cap;
- (18) Stop arm;
- (19) Crossing control arm, if applicable;
- (20) 8-light warning system or 4-light warning system if so equipped; and

(21) Wheelchair lift, if applicable.

(c) Each school bus carrier shall require each school bus driver to complete a “vehicle condition report” in duplicate, at the completion of each day for each school bus type operated, including multipurpose passenger vehicles. The report shall contain the items listed in (b) above and shall indicate any defects or deficiencies discovered which might affect the safety of operation of the school bus or result in its mechanical breakdown.

(d) Each vehicle condition report shall be submitted as follows:

- (1) If no defects are found, the report shall so indicate and one copy shall be submitted to the carrier at the end of the day, and the other shall remain on the school bus;
- (2) If a defect is found, the report shall so indicate and one copy shall be submitted to the carrier at the end of the day, and the other shall remain on the school bus;
- (3) Any defect shall be corrected in accordance with Saf-C 1307.08;
- (4) The driver shall sign each report; and
- (5) A legible copy of the previous vehicle condition report shall remain on the school bus.

(e) All vehicle condition reports shall be retained by the school bus owner for a minimum of 3 months and shall be available for inspection by a law enforcement officer [or authorized agent of the director](#).

Saf-C 1307.07 Daily Pre-Trip Inspection.

(a) Each driver of an approved school bus shall perform a daily pre-trip inspection of their vehicle. The responsibility for ensuring that daily inspections are conducted and that appropriate reports are maintained shall be placed with the driver or a person designated by the school district or school bus company.

(b) The pre-trip inspection shall include the following:

- (1) Windshield and wipers;
- (2) Engine compartment, including battery, belts, wiring, oil level, fluid level, and radiator;
- (3) All outside lights;
- (4) Exhaust system;
- (5) Leakage of water or oil under the bus;
- (6) Tires and wheels;
- (7) Emergency exits and buzzers, including:
 - a. Entrance door;
 - b. Windows;

- c. Roof hatches, if applicable; and
- d. Rear door;
- (8) All mirrors;
- (9) All gauges;
- (10) Defrosters, heaters, and horn;
- (11) Emergency equipment, including:
 - a. Complete first aid kit;
 - b. Fire extinguisher;
 - c. Reflector kits;
 - d. Chock blocks; and
 - e. Body fluid kit;
- (12) All glass;
- (13) Brakes, including fluid leaks;
- (14) Seats;
- (15) All interior lights;
- (16) Cleanliness of bus interior;
- (17) Security of fuel filler cap;
- (18) Stop arm;
- (19) Crossing control arm, if applicable;
- (20) 8-light warning system or 4-light warning system if so equipped; and
- (21) Wheelchair lift, if applicable.

(c) Each school bus carrier shall require each school bus driver to complete a “vehicle condition report” in duplicate, at the completion of each day for each school bus type operated, including multipurpose passenger vehicles. The report shall contain the items listed in (b) above and shall indicate any defects or deficiencies discovered which might affect the safety of operation of the school bus or result in its mechanical breakdown.

(d) Each vehicle condition report shall be submitted as follows:

- (1) If no defects are found, the report shall so indicate and one copy shall be submitted to the carrier at the end of the day, and the other shall remain on the school bus;
- (2) If a defect is found, the report shall so indicate and one copy shall be submitted to the carrier at the end of the day, and the other shall remain on the school bus;
- (3) Any defect shall be corrected in accordance with Saf-C 1307.08;
- (4) The driver shall sign each report; and
- (5) A legible copy of the previous vehicle condition report shall remain on the school bus.

(e) All vehicle condition reports shall be retained by the school bus owner for a minimum of 3 months and shall be available for inspection by a law enforcement officer or authorized agent of the director.

Readopt with amendment Saf-C 1307.09, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1307.09 Records. A written record shall be maintained by each school bus owner on all repairs conducted on each individual school bus. The records shall be retained for a minimum of 24 months and shall be available for inspection by a law enforcement officer or authorized agent of the director during normal business hours.

Readopt with amendment Saf-C 1307.11, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1307.11 Carbon Monoxide Intrusion. Each school bus which registers, by use of a meter, a level of carbon monoxide of 20 parts per million or greater inside the passenger compartment, shall not be operated until the defect is corrected and the school bus retested by a law enforcement officer or authorized agent of the director for a level of carbon monoxide of less than 20 parts per million.

Readopt with amendment Saf-C 1308.05, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1308.05 Color.

- (a) Each school bus body shall be painted a uniform color known as national school bus yellow.
- (b) The school bus body exterior paint trim, bumpers, lamp hoods, emergency door arrow, and lettering shall be black.
- (c) Propane buses may have green front and rear bumpers.
- (d) Electric buses may have blue front and rear bumpers.
- (ee) The chassis of each school bus shall be black or national school bus yellow. The cowl shall be national school bus yellow. The wheel rims and grill shall be yellow, gray, chrome, or black.
- (fe) The hood of each school bus shall be national school bus yellow or black.
- (ge) The fenders of each school bus shall be national school bus yellow or black.
- (hf) The roof of each school bus shall be national school bus yellow or white.

Readopt with amendment Saf-C 1308.14, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1308.14 Identification and Marking.

(a) Each vehicle shall be marked with the words “...(city or town) schools”, the name of the transportation company or the name of the SAU on both sides of the bus in black letters no less than 5 inches in height, using 3/4-inch brush strokes. The location of the wording shall be directly below the window line. Numbers on the side of the bus shall be near the front line of lettering.

(b) In addition to (a) above, each school bus with permanent plates is authorized to have the name of the school district and town on both sides of the vehicle.

(c) The words “STOP ON SIGNAL” shall be in permanent black letters on the rear of the bus. The word “STOP” by itself, shall not be used. The words “STOP ON SIGNAL” shall not appear on the front of the bus.

(d) Each school bus may display a sign on the rear of the vehicle, clearly visible and legible to motorists from a distance of at least 50 feet, indicating that the vehicle will stop at all railroad crossings.

(e) The name of the owner, operator, or both may be located to the immediate left of the entrance door and directly below the driver's window. The lettering shall comply with the requirements of (g) below.

(f) Seating capacity shall be displayed in permanent letters and numbers on the body of the school bus to the left of the entrance door below the window level and the letters shall be 2 inches in height and one 1/4 inches wide with a 3/8 inch width, in the following format, where the blanks in (e)(1) and (e)(2) are intended to display the seating capacity for the school bus as determined by the manufacturer, and the blank in (e)(4) is intended to display the required number of 13-inch seats as determined by the manufacturer of the school bus:

- (1) Student capacity _____;
- (2) Adult capacity _____; and
- (3) No standees; or
- (4) In lieu of (1) and (2) above, ____/13 inch-seats.

(g) Signs or lettering, other than required or permitted in this section, shall not appear on the front, back, or sides of the bus. The words “SCHOOL BUS” shall be displayed in black letters, 8 inches in height and in compliance with “Series B” of the standard alphabet for highway signs on the national school bus yellow background. Alpha or numeric designations of fleet identification, route, or both shall be permitted. ICC and DOT numbering shall be permitted. No ICC numbers shall be placed on any vehicle that has permanent plates.

(h) Fleet identification lettering shall:

- (1) Be black, unless the school bus body's color is black, in which case the lettering shall be white;

- (2) Be located on the sides of the school bus;
- (3) Be visible from a distance of 50 feet while the school bus is stationary and during daylight hours; and
- (4) Be 2 inches in height and one 1/4 inches wide with a 3/8-inch width.

(ih) No advertisements, decals, or decorations, except the bus manufacturer's logo, shall be permitted on the exterior of the school bus.

(ji) No advertisements, decals, or decorations, except seating assignments, shall be permitted on the interior of the school bus.

Readopt with amendment Saf-C 1310.02, effective 6-22-24 (Document #14005), to read as follows:

Saf-C 1310.02 Fire Extinguishers.

(a) Each type A, B, C, or D school bus shall be equipped with a minimum of one pressurized, dry chemical type fire extinguisher, approved by Underwriter's Laboratories with a 5-pound capacity that has a rating of not less than 2A-10B:C.

(b) Each fire extinguisher on a type A, B, C, or D school bus shall be mounted in the manufacturer's bracket located in the driver's compartment in full view of and readily accessible to the driver and occupants.

(c) Each fire extinguisher shall have a functional pressure gauge mounted on the extinguisher, so that it shall be easily read without removing the extinguisher from its mounted position.

(d) The operating mechanism shall be sealed in such a manner so as not to interfere with the use of the fire extinguisher.

(e) Each fire extinguisher shall be inspected annually by a certified technician.

Adopt Saf-C 1318 through Saf-C 1324 to read as follows:

PART Saf-C 1318 APPLICATION FOR SCHOOL BUS INSPECTION STATION

Saf-C 1318.01 Applicant.

(a) An applicant for a School Bus inspection station shall be the owner of the business, or in the case of a corporation, partnership or other legal entity, a person with specific written authorization to sign the application.

(b) The applicant shall be 18 years of age or older.

Saf-C 1318.02 Application.

(a) An applicant for a School Bus inspection station shall submit a completed form RDMV 705 "Application - School Bus Inspection Station Certificate of Operation" (rev. 9/26) and RDMV 945 "Local Government Approval" (rev. 9/26) to the department;

(b) An applicant shall sign and date the form, and in doing so, shall agree to the following: "In consideration of our appointment as an Official Station, I, on behalf of all the owners, partners and officers listed as part of this application, do hereby agree to be familiar with, and abide by, all applicable

statutes and school bus inspection rules, to carefully inspect every school bus presented for inspection; to make required adjustments and repairs when duly authorized by the owner at regular charges for such service and to use no unfair means in soliciting such work; to conduct the business in accordance with the school bus inspection rules and regulations and to issue school bus inspection stickers for school buses only after testing them and finding them to be in passing, safe operating condition and in compliance with applicable statutes. Further, I certify that we will issue school bus inspection stickers to those school buses which meet the requirements as applicable and will not require the unnecessary replacement of parts. If seeking a certificate of operation as a mobile service garage, I understand and agree that I must have a current contract with an employer to perform school bus inspections as an authorized mobile service garage. I further understand that a violation of any of the rules and regulations issued by the Director, Division of Motor Vehicles, will be deemed sufficient cause for an administrative hearing and penalties may be imposed.”

(c) A separate form RDMV 705 “Application - School Bus Inspection Station Certificate of Operation” (rev. 9/26) shall be filed for each place of business;

(d) Each owner, partner, or officer shall disclose any and all previous suspensions or revocations of inspection or dealer privileges from any jurisdiction;

(e) All corporate and trade business names shall be registered with the New Hampshire Secretary of State pursuant to RSA 349:1;

(f) Unless the applicant is a sole proprietor, the applicant shall submit with the application a copy of a current certificate of good standing issued by the New Hampshire Secretary of State;

(g) In the event that the applicant fails to comply with an applicable statute or rule, the application shall be denied; and

(h) The applicant shall be notified in writing of the reasons for the denial.

PART Saf-C 1319 APPROVAL PROCESS

Saf-C 1319.01 Investigation. An individual authorized by the director shall contact the applicant, at their place of business, to determine if the applicant meets the requirements of Saf-C 1320.01 through Saf-C 1320.04.

Saf-C 1319.02 Local Notification and Approval.

(a) An applicant for a School Bus Inspection station shall complete and submit, the RDMV 945 “Local Government Approval” (rev. 9/26) form, to the town or city clerk in the municipality where the proposed business is to be located.

(b) The local government shall advise whether or not the applicant’s business conforms with or is in conflict with existing zoning, building code, or other land-use regulatory requirements by completing the Town Verification section of the submitted form RDMV 945 “Local Government Approval” (rev. 9/26).

(c) In the event the local government advises the department that the applicant is not in compliance with the requirements of (b) above, a School Bus inspection certificate of operation shall not be issued, and the department shall notify the applicant, in writing, of the applicant’s responsibility to contact the appropriate local board or officials.

Saf-C 1319.03 Attendance at School Bus Inspection Overview Session. All mechanics who seek approval to conduct inspections on school buses shall complete a DSMV 117 “Application for Individual

Authorization to Inspect Vehicles Used to Transport Students” (rev. 9/26) and attend an in-person inspection overview session at a time and location as determined by the Director. All mechanics shall be pre-registered for the overview session. Each mechanic may be required to attend a refresher session, as necessary.

Saf-C 1319.04 School Bus Mechanic Practical Test.

(a) Following attendance at the school bus inspection overview session, an individual authorized by the director shall contact those seeking approval to conduct school bus inspections to schedule an appointment to conduct a practical test.

(b) The person shall demonstrate their ability to inspect a school bus based upon Saf-C 1315;

(c) Any mechanic who has not conducted school bus inspections for a period longer than one year shall:

(1) Attend the inspection overview session pursuant to Saf-C 1319.03; and

(2) Meet the requirements of (b) above.

(d) A mechanic who has failed the practical test pursuant to (b) above shall have no more than 3 opportunities in a one-year period to successfully complete the field test.

(e) An applicant who has failed the practical test 3 times in a one-year period shall be permitted to retake the examination no sooner than one year from the date of the most recent failure.

Saf-C 1319.05 Disqualification of Applicant. For appointment as a certified school bus mechanic, the applicant must meet the following requirements:

(a) A certified school bus mechanic applicant shall have no previous record of felony criminal convictions for extortion, forgery, fraud related crimes, theft, or embezzlement in the past 10 years;

(b) A certified school bus mechanic applicant shall not have been suspended more than once in the past 10 years for a violation of pupil transportation laws or regulations in this or any other jurisdiction;

(c) A certified school bus mechanic applicant shall not have had their authorization to operate as a certified mechanic revoked in this or any other jurisdiction in the past 10 years;

(d) Mechanic applicants shall have paid any and all fines related to these rules in full.

Saf-C 1319.06 Certificate of Operation.

(a) A certificate of operation shall be issued when the school bus inspection station:

(1) Meets local approval, pursuant to Saf-C 1319.02;

(2) Meets the requirements of Saf-C 1318, and 1319;

(3) Has an approved mechanic to conduct inspections, pursuant to Saf-C 1319.03 and Saf-C 1319.04.

Saf-C 1319.07 Issuance of Certificate of Operation.

(a) Upon approval of an application, a certificate of operation, containing a designated station number, shall be issued to the school bus inspection station.

(b) No inspections shall be conducted unless a certificate of operation has been issued and at least one approved mechanic is on duty.

(c) The school bus inspection station shall prominently display the certificate of operation to the public at all times.

Saf-C 1319.08 Certificate of Operation Not Transferred.

(a) Each certificate of operation shall be limited to the person in whose name and place of business it has been issued.

(b) A certificate of operation shall not be transferred to any other person, business or location and shall not be altered or modified in any manner.

(c) A certificate of operation shall be presented to any individual authorized by the department upon demand or surrendered to the department, if required, after a hearing.

Saf-C 1319.09 Renewal of Certificate of Operation.

(a) All school bus inspection station certificates of operation shall expire biennially on March 31st.

(b) Each renewal for a certificate of operation shall be received by the department prior to April 1 or on a date approved by the director.

(c) Each school bus inspection station shall:

(1) Submit a completed form RDMV 705 "Application - School Bus Inspection Station Certification of Operation" (rev. 9/26) to the department, pursuant to Saf-C 1318.02;

(2) All completed and expired stickers shall be surrendered to the department.

Saf-C 1319.10 Approved Mechanic.

(a) Each inspection station shall have at least one approved mechanic, pursuant to Saf-C 1319.03 and Saf-C 1319.04, to inspect vehicles.

(b) A mechanic shall inspect only the type of vehicles for which they have been approved.

Saf-C 1319.11 School Bus Mechanic Approval Card.

(a) Each mechanic authorized to conduct inspections pursuant to RSA 266:7 and Saf-C 1315 shall be issued a DSMV 168A "Mechanic Approval Card" (rev. 9/26).

(b) No mechanic approval card shall be issued to any person under the age of 18.

(c) A mechanic approval card shall be presented to any individual authorized by the department upon demand or surrendered to the department, if required, after a hearing.

(d) A mechanic approval card shall not be transferred to any other person and shall not be altered or modified in any manner.

(e) A mechanic approval card shall expire in the event the mechanic has not conducted inspections per their certification for a period longer than one year.

Saf-C 1319.12 Disqualification of Applicant. For certification of operation as an official school bus inspection station or approved mechanic, the applicant must meet the following requirements:

(a) A school bus inspection station applicant shall have no previous record of felony criminal convictions for extortion, forgery, fraud related crimes, theft, or embezzlement in the past 10 years;

(b) School bus inspection station and mechanic applicants shall not have been suspended more than once in the past 10 years for a violation of inspection laws or regulations in this or any other jurisdiction;

(c) A school bus inspection station applicant shall not have had its authorization to operate as an inspection station revoked in this or any other jurisdiction in the past 10 years;

(d) A school bus inspection station applicant shall not have previously relocated or discontinued business without appropriate notification and surrendering of supplies; and

(e) School bus inspection station and mechanic applicants shall have paid any and all fines related to this chapter in full.

PART Saf-C 1320 SCHOOL BUS INSPECTION AREA AND EQUIPMENT

Saf-C 1320.01 Inspection Area.

(a) The inspection area shall:

- (1) Be within an enclosed building, unless approved by the director as a mobile service garage;
- (2) Be in good repair;
- (3) Be maintained in a safe working condition for both employees and members of the public, in the event the public is allowed to enter the inspection area;
- (4) Be clear of all obstructions, including;
 - a. Shelves;
 - b. Work benches;
 - c. Displays;
 - d. Machinery; and
 - e. Stairways;
- (5) Be wired for electricity in accordance with local code; and
- (6) Have an internet connection if reporting inspections electronically.

(b) Any anticipated alterations diminishing the condition or size of the inspection area shall be reported to the department, in writing, within 30 days prior to the alterations.

(c) The floor shall be a solid hard surface. Dirt or gravel floors shall not be allowed.

(d) Hoists and lifts shall be permitted in the inspection area if the equipment does not interfere

with school bus inspections.

Saf-C 1320.02 Inspection Area Requirements.

- (a) Each school bus inspection station shall:
- (1) Have a testing space that has no obstructions and is large enough for a mechanic to walk around the school bus with its doors open;
 - (2) Be a minimum of 12 feet by 25 feet in length;
 - (3) Be a minimum of 12 feet by 50 feet in length, if the station is equipped with a headlight aiming device, screen, or board.

Saf-C 1320.03 Location of Inspections.

- (a) All inspections shall be conducted within the approved inspection area.
- (b) Temporary methods, such as tents or sheds, utilized in order to obtain additional space, shall not be permitted.
- (c) Off-site inspections shall not be permitted, except as approved by the Director for mobile service garages as defined under RSA 259:56-b.
- (d) More than one DMV licensed business located in one enclosed building shall be clearly separated by a permanent physical wall. Each shall have an independent separate exterior entrance for the public.
- (e) No more than one DMV licensed business shall be permitted within one business location without a clearly defined portion of space with definite boundaries and signage so as not to confuse the public.
- (f) The prohibition in (e) above shall not apply to more than one DMV licensed business within one business location if the business name and owners are the same for both businesses.

Saf-C 1320.04 Tools and Equipment.

- (a) Each inspection station shall have the following tools and equipment:
- (1) A brake drum gauge and a brake rotor measuring device;
 - (2) A gauging device to measure the thickness of brake pads and shoes;
 - (3) A dial indicator capable of measuring suspension components including ball joints;
 - (4) A lift or jack, capable of hoisting any vehicle the station is authorized to inspect;
 - (5) Tools necessary for the proper assembly and disassembly of any parts, including:
 - a. Hammers;
 - b. Portable lights;
 - c. Socket sets, including metric sizes;

- d. Wrenches, including open and box end; and
- e. Screwdrivers;
- (6) Headlight wall or board or commercially manufactured headlight aiming device capable of determining the proper headlight angle of all vehicles to be inspected;
- (7) Commercially recognized tint meter system, capable of measuring all aftermarket tinted windows if the station inspects vehicles with tinted glass;
- (8) Computer software and hardware authorized by the department, if conducting electronic safety inspections;
- (9) Tire tread depth gauge; and
- (10) Any other tools necessary to conduct a proper school bus inspection.

(b) All required tools and equipment shall not be shared with other school bus inspection stations.

PART Saf-C 1321 SCHOOL BUS INSPECTION STATIONS

Saf-C 1321.01 Days and Hours of Operation.

- (a) For the purposes of this section, “regular business hours” means the days and hours identified in the approved application.
- (b) The hours of operation shall be posted in a conspicuous manner.
- (c) Each inspection station shall be subject to random visits by an authorized agent of the director.
- (d) Each business governed by this chapter shall set forth its regular business hours on the RDMV 705 “Application for a School Bus Inspection Station Appointment” (rev. 9/26). The business owner shall promptly inform the department, in writing, of any changes in its regular business hours, except if the hours are being extended.

Saf-C 1321.02 Change of Ownership.

- (a) Each school bus inspection station owner, partner, and officer listed on form RDMV 705 “Application for School Bus Inspection Station Appointment” (rev. 9/26), shall notify the department, in writing, of any pending change in the ownership of the business, no later than 30 days prior to the effective date.
- (b) If all of the owners, partners, and officers listed on form RDMV 705 “Application for School Bus Inspection Station Appointment” (rev. 9/26) are being changed, all unissued school bus inspection stickers shall be surrendered to the department, immediately after the close of business on the last day of ownership, or the next business day, and a new application shall be submitted as required by Saf-C 1318.02.
- (c) A school bus inspection station that will be temporarily closed for inspections for longer than 14 consecutive calendar days at a time, shall notify the department, in writing, no later than 30 days prior to the date of temporary closure or immediately upon necessity of temporary closure due to unforeseen circumstances.

(d) A school bus inspection station closed pursuant to (c) above shall inform the department of the name and telephone number of at least one person who will be available during the period of closure for the department to contact, in the event it is necessary to do so.

Saf-C 1321.03 Change of Location.

(a) Each inspection station owner, partner, and officer listed on form RDMV 705 “Application for School Bus Inspection Stations Appointment” (rev. 9/26) shall notify the department, in writing, of any pending change of business location, no later than 30 days prior to the effective date.

(b) A new application for certificate of operation as an inspection station, form RDMV 705 “Application for School Bus Inspection Station Appointment” (rev. 9/26), shall be completed pursuant to Saf-C 1318.02, to reflect the proposed location of the business site.

(c) Upon receipt of a completed form RDMV 705 “Application for School Bus Inspection Station Appointment” (rev. 9/26), the procedures set forth in Saf-C 1319.01 and Saf-C 1319.02 shall be conducted.

(d) Except as otherwise provided in RSA 261:103-a, IX, no inspections shall be conducted at the new location until a new certificate of operation is issued.

(e) Notwithstanding the provisions of (a), (b), and (d) above, mobile service garages shall notify the department of their business hours and location schedule at least 7 calendar days in advance by email to dealerandinspection@dos.nh.gov.

Saf-C 1321.04 Closing or Discontinuance of Business.

(a) School bus inspections shall cease in the event of the following:

- (1) The sole owner relocates without notification, vacates, abandons, or discontinues the inspection business;
- (2) The sole owner of the inspection station has become incapacitated or deceased;
- (3) A school bus inspection station's inspection privileges have been revoked after a hearing;
- (4) All of the owners, partners, and officers listed on form RDMV 705 “Application for School Bus Inspection Station” (rev. 9/26) are being changed; or
- (5) A school bus inspection station no longer has an approved mechanic.

(b) All unissued school bus inspection stickers shall be surrendered to the department as soon as possible after any of the circumstances set forth in (a), above, occur, but at most by the close of the next business day.

Saf-C 1321.05 Notice Required.

(a) The school bus inspection station owner shall notify the department, in writing, of the following:

- (1) Lost, damaged, or stolen school bus inspection stickers;
- (2) Hiring or termination of an approved mechanic or person authorized to request school bus inspection stickers;

- (3) Changes in the mailing address, but not in physical location of the station, that might affect mailings to the station by the department;
- (4) Any change in the company name, corporate structure, or ownership of the school bus inspection station;
- (5) Any change that diminishes the physical dimensions of the inspection area;
- (6) Any change in local government approval pursuant to Saf-C 1319.02.

Saf-C 1321.06 Customer Relations.

- (a) The inspection station shall provide the customer with an official DSMV 650 “School Bus Inspections Report” (rev. 9/26) which contains the results of any mechanical and safety inspection required by RSA 266:7 and this chapter.
- (b) Permission shall be obtained from the school bus owner before necessary repairs for a school bus to pass inspection are made. Upon the owner’s request, a breakdown of the cost of any repairs required to pass the inspection shall be provided prior to any work being performed, pursuant to RSA 358-D:2.
- (c) The vehicle owner shall be permitted to make their own repairs or to select any other school bus mechanic or mechanic for the necessary repairs.
- (d) All parts replaced because of a school bus inspection shall be retained until the vehicle is returned to the owner. The vehicle owner may inspect and take ownership of all replaced parts.

PART Saf-C 1322 SIGNS AND CERTIFICATES

Saf-C 1322.01 Required Certificates and Postings.

- (a) Upon receipt of a certificate of operation, the school bus inspection station owner shall prominently display the certificate of operation and school bus inspection fee to the public at all times.
- (b) This section shall not apply to authorized fleet inspection stations.

PART Saf-C 1323 OBTAINING INSPECTION STICKERS

Saf-C 1323.01 Ordering Stickers

- (a) All stickers shall be ordered, in writing, on form RDMV 967 “Requisition for School Bus Inspection Stickers” (rev. 9/26), or similar form. Electronic requests shall be accepted if the request contains the signature of a person authorized to order stickers.
- (b) The written request pursuant to (a) above shall include the following:
 - (1) Inspection station number;
 - (2) Name and address of business;
 - (3) Number of stickers; and
 - (4) Signature of person authorized pursuant to RDMV 967 “Requisition for School Bus Inspection Stickers” (rev. 9/26) to order stickers.
- (c) Each inspection station shall allow a period of 20 days for requests to be processed.

PART Saf-C 1324 INSPECTION OF RECORDS

Saf-C 1324.01 Inspection of Records.

(a) Any records required to be maintained pursuant to state law or these rules shall be available for inspection by an individual authorized by the director during regular business hours at the inspection station's established place of business.

(b) An inspection station owner who has multiple established places of business may request approval from the department to have records for those locations pursuant to (a) above maintained at one of those established business locations.

(c) In the event that a business location whose records have been maintained at another business location is audited by an individual authorized by the director, the owner shall make such records available at the audited location, if the audited location is more than 15 miles away from the location at which the records are kept.

APPENDIX A

RULE	STATUTE
Saf-C 1302.01	RSA 21-P:14, V; RSA 259:96
Saf-C 1302.02	RSA 21-P:14, V
Saf-C 1302.03	RSA 259:13
Saf-C 1302.04	RSA 259:19
Saf-C 1302.05	RSA 259:20
Saf-C 1302.06	RSA 259:22
Saf-C 1302.07	RSA 21-P:14, V
Saf-C 1302.08	RSA 21-P:14, V
Saf-C 1302.09	RSA 21-P:14, V
Saf-C 1302.10	RSA 259:81
Saf-C 1302.11	RSA 21-P:14, V
Saf-C 1302.12	RSA 21-P:14, V
Saf-C 1302.13	RSA 259:96
Saf-C 1302.14	RSA 21-P:14, V
Saf-C 1302.15	RSA 259:96
Saf-C 1302.16	RSA 21-P:14, V
Saf-C 1302.17	RSA 21-P:14, V
Saf-C 1302.18	RSA 21-P:14, V
Saf-C 1304.01	RSA 21-P:14, V(d); RSA 260:5; RSA 263:29; RSA 265:58
Saf-C 1305.05	RSA 21-P:14, V(d); RSA 260:5; RSA 263:29; RSA 265:58
Saf-C 1306.05	RSA 260:5; RSA 265:58
Saf-C 1307.02-Saf-C 1307.04	RSA 21-P:14, V(b); RSA 260:5; RSA 266:7
Saf-C 1307.06-Saf-C 1307.07	RSA 21-P:14, V(b); RSA 260:5; RSA 266:7
Saf-C 1307.09	RSA 21-P:14, V(b); RSA 260:5; RSA 266:7
Saf-C 1307.11	RSA 21-P:14, V(b); RSA 260:5; RSA 266:7
Saf-C 1308.05	RSA 21-P:14, V(c); RSA 260:5; RSA 266:62
Saf-C 1308.14	RSA 21-P:14, V(c); RSA 260:5; RSA 266:62
Saf-C 1310.02	RSA 21-P:14, V(c); RSA 260:5; RSA 266:62
Saf-C 1318.01-Saf-C 1318.02	RSA 21-P:14, V; RSA 266:7
Saf-C 1319.01-Saf-C 1319.12	RSA 21-P:14, V; RSA 266:7
Saf-C 1320.01-Saf-C 1320.04	RSA 21-P:14, V; RSA 266:7
Saf-C 1321.01-Saf-C 1321.06	RSA 21-P:14, V; RSA 266:7
Saf-C 1322.01	RSA 21-P:14, V; RSA 266:7
Saf-C 1323.01	RSA 21-P:14, V; RSA 266:7
Saf-C 1324.01	RSA 21-P:14, V; RSA 266:7

APPENDIX C

INDEX TO LEGAL REQUIREMENTS SCHOOL BUS TRANSPORTATION EXCERPTS FROM NEW HAMPSHIRE STATUTES ANNOTATED

RSA 189:6	Transportation of Pupils
RSA 189:6-a	School Bus Safety
RSA 189:6-b	Transportation Between Schools and Before-and-After School Programs
RSA 189:8	Limitations and Additions
RSA 189:9	Pupils in Private Schools
RSA 189:9-a	Pupils Prohibited for Disciplinary Reasons
RSA 200:36	Medical Examination of School Personnel
RSA 200:37	Medical Examination of School Bus Operators
RSA 259:7	Definition of Terms - "Bus"
RSA 259:96	Definition of Terms - "School Bus"
RSA 260:47	Refunds
RSA 260:52	Road Tolls on Users of Special Fuel
RSA 261:92	Publicly Owned Vehicles; Nonprofit Corporations
RSA 263:24	Age of School Bus Driver; Certification
RSA 263:29	School Bus Driver's Certificate
RSA 264:25	Conduct After Accident
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RSA 265:55	Approaching Buses, etc.
RSA 265:56	School Bus Signs
RSA 265:57	Driving of School Buses
RSA 265:58	School Bus Driving Rules
RSA 265:59	Vehicle Formerly Used as School Bus to be Repainted
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RSA 266:44	Tail Lamp and Reflectors
RSA 266:56	Windshield Wipers and Defrosters
RSA 266:59	Muffler; Prevention of Noise
RSA 266:62	School Bus Design Rules