

Transportation Records

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
J-141	1	Annual Report of Pupil Transportation Expenses	Permanent	Permanent		4 Years	Permanent
J-141-ROC/P	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
	3	Bus Drivers Daily Report	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Bus Drivers Training Records	4 Years	4 Years	--	--	--
DL 170	1	Certificate of Driving Experience/Training (DMV Form)	Permanent	Permanent	--	4 Years	Permanent
J-67	1	Certification of Total Income, Attendance, and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
	3	Daily Fuel and Oil Report	3 Years	3 Years	--	--	--
	(a)	Daily Vehicle Inspection Report (Bus Drivers)	1 Month	1 Month	--	--	--
	(b)	Inspection, Maintenance, Lubrication and Repair Records	1 Year	1 Year	--	--	--
DL51	(a)	Medical Examination Report (DMV Report) (Bus Drivers)	1 Year	4 Years	Driver's License 4 Year Life	--	--
	3	Monthly Record of Bus Days	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Motor Vehicle Accident Report	Permanent	Permanent		4 Years	Permanent
	(a)	Preventive Maintenance Report	1 Year	1 Year	--	--	--
J-142	1	Report of Replaced School Buses	Permanent	Permanent		4 Years	Permanent
J-143	1	Report of School Buses Purchased	Permanent	Permanent		4 Years	Permanent
	(c)	Request For Special Trips Reports	0 Years	3 Years	Back-up-Amended	--	--
	(c)	Routing Schedules	0 Years	1 Year	Routing History	--	--
	3	School Bus Pupil Count (Quarterly)	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	School Bus Schedule and Load Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-S	1	Special Education Transportation Data Report	Permanent	Permanent		4 Years	Permanent
J-141-T	1	Transfer of Transportation Services	Permanent	Permanent		4 Years	Permanent
J-141-CW-2	1	Worksheet for a Cooperative Pupil Transportation System	Permanent	Permanent	Only Report Filed	4 Years	Permanent
J-141-DEP	3	Worksheet for Compiling Data for Computing Depredation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-141-CW-1	3	Worksheet for Cost Data for a Cooperative Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-1414	3	Worksheet for Cost Data Report for a Single District Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-141-SW	3	Worksheet for Special Education Pupil Transportation Data Report	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion

(a) - Highway Patrol Handbook

(b) - Administration of Public School Transportation -1972

(c) - Internal Working Papers