

# Stewartville Public Schools Type A & III Vehicle Information

Cars + Vans

## Legislation

The specific laws governing Type A/III School Bus operations in Minnesota is located under Minnesota Statute 171.02 subdivision 2b

At a minimum, a Type A/III school bus driver must receive training and instruction in the:

1. safe operation of a type A/III vehicle;
2. understanding student behavior, including issues relating to students with disabilities;
3. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
5. handling emergency situations;
6. proper use of seat belts and child safety restraints;
7. performance of pre-trip vehicle inspections; and
8. the safe loading and unloading of students.

NOTE: It refers to 'school bus driver' (Type A/III) because that is what you are considered when transporting students.

## Training / Qualifications

All forms for training can be found on the school district's transportation webpage. [www.ssd.k12.mn.us](http://www.ssd.k12.mn.us) click on Dept District > District Transportation > Type A certification (for activity bus) or Type III certification (car & vans).

This webpage also has a **training powerpoint presentation** that you must watch before receiving certification.

## Evaluations Required

**Annually** the driver must receive training and certification to operate a Type A/III school bus.

The certifications are:

- Type A/III school bus driver behind the wheel evaluation
- Type A/III school bus driver pre-trip inspection evaluation
- Type A/III school bus driver evaluator certification
- Student Conduct Survey
- Additionally, a Type A/III school bus operator's drivers license must be verified annually by the entity that owns, leases, or contracts for the Type A/III school bus to ensure the driver meets minimum qualifications with a valid license. (MS 171.02 sub. 2b (g) )

## Disclosure Requirements

The employee is required to disclose to their employer in writing within ten (10) days of conviction of:

- ☐ DWI
- ☐ disqualifying offenses
- ☐ moving violations

The district will need a disclosure form on file. These forms are available online or see the Transportation Secretary.

## Personal Cellular Phone Call Prohibited (MS 169.443 sub 9)

A driver may not operate a school bus or Type A/III school vehicle while communicating over, or otherwise operating, a cellular phone for *personal reasons*, whether hand-held or hands-free, when in motion. This includes text messaging.

## Fueling of School Vehicle

Students must never be in the Type A/III vehicle while it is being fueled. *There are no exceptions to this rule.* A Kwik Trip gas card is located in each vehicle. If fuel gauge shows less than a ½ tank upon your return, please refuel vehicle and return gas receipt to the secretary of transportation.

ISD 534

Stewartville Public Schools

Dr. David Thompson, Director of Transportation

Cathy Conger, Transportation Administrative Assistant

Information obtained from:

Minnesota Department of Public Safety ~ Office of Pupil Transportation

# Stewartville Public Schools

## Employee Notification & Authorization Form for Type III & Type A Driver Certification (School vans, car & activity bus)

### Notification of Annual Training

I hereby acknowledge that I have reviewed the Type A&III Powerpoint presentation titled: *Type III School Bus Training, Including Pre-Trip Inspection Procedures*, as provided by the Minnesota Department of Public Safety/Minnesota State Patrol/Office of Public Transportation.

**Training Date:** \_\_\_\_\_



### Motor Vehicle License Check

I hereby authorize Stewartville Public Schools, without any reservation, to investigate my background as it pertains to motor vehicle data. I hereby release all persons, companies or other entities furnishing such information from liability and responsibility in connection herewith.

**Printed Full Name of Applicant**

\_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The items of information requested below are required to allow you to drive Type A and/or Type III vehicles. They are intended solely for that purpose and will not be used in a discriminatory manner for the making of business decisions.

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month, Day, Year)

**Driver License #** \_\_\_\_\_ **State** \_\_\_\_\_

*Do you wish to receive a copy of your report? Yes \_\_\_ No \_\_\_*

## School Bus Driver Evaluation Type III School Bus



District / Carrier: 534 Evaluator: \_\_\_\_\_

Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Defensive Driving	Evaluated
Accelerates smoothly	
See hazards early 15 sec.	
Following distance 6 sec.	
Check mirrors every 5-8 sec.	
Move eyes every 2 sec.	
Space cushion	
Car length at stops	
Eye contact	
Brakes early and smoothly	
Pedestrian awareness	
Communicates intentions	
Tire to ground contact	
Parked vehicles	
Packs / clusters	
Pacing lights	

Left Turns	Evaluated
Signals in advance	
Properly checks mirrors	
Positions vehicle in correct lane	
Uses reference points	
Checks tail swing	
Complete turn in lane	
Yields appropriately to traffic	
Uses Push / Pull Steering	

Loading / Unloading	Evaluated
Mirror usage on approach	
Turn signal use	
Distance from students	
Not in the intersection	
Places transmission in park	
Student mgmt—Load/Unload	
Students seated before moving	
Counts the kids away	
Mirror scans	
Proceeds with caution	
Warns students of hazards	
Explains loading / unloading	
Points out hazards	
Student mgmt on route	
Student seatbelt usage	
Car seat usage procedures	
Evacuation procedures	

Backing	Evaluated
Mirror use	
Uses 4 way flashers	
Opens window	
Straight line backing	
Parallel parking	
Utilizes assistance when needed	

Merging / Lane Changing	Evaluated
Signals intent	
Checks mirrors	
Gradual Merge / Change	
Speed of approach vehicles	
Stays in acceleration lane	
Correct merge speed	

Intersections	Evaluated
Fresh / Stale green light	
Covers brakes	
Scans before entry	
Checks mirrors / braking	
Left / Right / Left scan	
Delayed acceleration	
Yields right of way	
Does not change lanes	

Parking (uphill / downhill)	Evaluated
Within curb line	
Wheels turned correct direction	
Parking brake set	
Identifies tail swing when leaving	

Right Turns	Evaluated
Signals in advance	
Properly checks mirrors	
Positions vehicle in correct lane	
Uses reference points	
Checks tail swing	
Complete turn in lane	
Yields appropriately to traffic	
Uses Push / Pull steering	

Bridge / Underpass	Evaluated
Knows weight restriction (if appl.)	
Knows bus height clearance	

Special Needs	Evaluated
Lift usage	
Secures / stows equip.	
Secures passengers	
Identifies equipment	

**Note to the evaluator:** The driver being evaluated **MUST** successfully complete the task(s) being evaluated. If the driver is unable to successfully complete the task(s), you **MUST** take immediate corrective action with the driver to ensure the task(s) is performed correctly.





**SCHOOL BUS PRE-TRIP INSPECTION  
TYPE III SCHOOL BUS**

District / Carrier 534

Evaluator \_\_\_\_\_

Driver \_\_\_\_\_

Date \_\_\_\_\_

**CHECKED  
YES NO**

**CHECKED  
YES NO**

	<b>CHECKED YES</b>	<b>CHECKED NO</b>
<b>MECHANICAL CHECK:</b>		
Coolant level	<input type="checkbox"/>	<input type="checkbox"/>
Oil level	<input type="checkbox"/>	<input type="checkbox"/>
Power steering fluid	<input type="checkbox"/>	<input type="checkbox"/>
Transmission fluid	<input type="checkbox"/>	<input type="checkbox"/>
Windshield washer fluid	<input type="checkbox"/>	<input type="checkbox"/>
Alternator	<input type="checkbox"/>	<input type="checkbox"/>
Water pump	<input type="checkbox"/>	<input type="checkbox"/>
Power steering pump	<input type="checkbox"/>	<input type="checkbox"/>
Check belts and hoses	<input type="checkbox"/>	<input type="checkbox"/>
Check for leaks	<input type="checkbox"/>	<input type="checkbox"/>
Wheel: tire, lugs, rims	<input type="checkbox"/>	<input type="checkbox"/>
Brakes: drum, rotators, lining, fluid (level / leaks), parking	<input type="checkbox"/>	<input type="checkbox"/>
Springs, shock absorbers	<input type="checkbox"/>	<input type="checkbox"/>
Fuel gauge (level)	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXTERNAL INSPECTION:</b>		
Lights: signal, stop, headlights, license plate light	<input type="checkbox"/>	<input type="checkbox"/>
Doors and mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Window glass	<input type="checkbox"/>	<input type="checkbox"/>
Fuel tanks	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust	<input type="checkbox"/>	<input type="checkbox"/>

	<b>CHECKED YES</b>	<b>CHECKED NO</b>
<b>INTERNAL INSPECTION:</b> (Engine running, parking brake on)		
Oil pressure builds	<input type="checkbox"/>	<input type="checkbox"/>
Ammeter/voltmeter	<input type="checkbox"/>	<input type="checkbox"/>
Lighting indicators	<input type="checkbox"/>	<input type="checkbox"/>
Steering play	<input type="checkbox"/>	<input type="checkbox"/>
Horn	<input type="checkbox"/>	<input type="checkbox"/>
Clutch/gearshift	<input type="checkbox"/>	<input type="checkbox"/>
Heater/defroster	<input type="checkbox"/>	<input type="checkbox"/>
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Windshield	<input type="checkbox"/>	<input type="checkbox"/>
Wipers / Washer	<input type="checkbox"/>	<input type="checkbox"/>
Safety/emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>
fire extinguisher		
reflective triangles		
first aid, body fluids cleanup kits		
seat belt cutter (if applicable)		
Seats secure	<input type="checkbox"/>	<input type="checkbox"/>
Seat belts	<input type="checkbox"/>	<input type="checkbox"/>
Child restraints / car seats	<input type="checkbox"/>	<input type="checkbox"/>
<b>WHEELCHAIR</b>		
Anchor points, belts, straps, lift inspection, interlock safety system functional	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Additional or remedial training performed:

**This is the only form approved by the Minnesota State Patrol**



EVALUATOR CERTIFICATION  
(Type III School Bus)



(The driver listed below has met the experience and training competencies listed in MS 171.02 sub 2b)

District / Carrier \_\_\_\_\_

Evaluator \_\_\_\_\_

Driver \_\_\_\_\_ Date \_\_\_\_\_

Met requirements:

Behind the Wheel Evaluation (Appendix A) Date \_\_\_\_\_

Pre-Trip Evaluation (Appendix B) Date \_\_\_\_\_

Yes No

- (1) Safely operate the Type III school bus;
- (2) Understand student behavior, including issues relating to students with disabilities;
- (3) Encourage orderly conduct of students on the bus and handle incidents of misconduct appropriately;
- (4) Know and understand relevant laws, rules of the road, and local school bus safety policies;
- (5) Handle emergency operations;
- (6) Proper use of seat belts and child safety restraints
- (7) Performance of pre-trip vehicle inspections
- (8) Safe loading and unloading of students
  - Utilize location
  - Vehicle traffic lane usage
  - Student crossing
  - Secure vehicle in park

Driver physical examination (medical certificate)

- Expiration date NA for Type III

Driver license annual check completed

- Date \_\_\_\_\_

COMMENTS FROM RIDE-ALONG OBSERVATION: (include student management issues or concerns)

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Date: \_\_\_\_\_ Name: \_\_\_\_\_

## Student Conduct and Students with Special Needs Survey (Cycle Two)

**True or False**

*Circle the appropriate response for the corresponding statement.*

- T F 1. The length of time a student with special needs is transported shall be appropriate to the physical, mental and emotional well being of the student.
- T F 2. An IEP is an Individual Educational Plan which documents the level of special services a student requires.
- T F 3. Student management involves a commitment to working with students to clarify the problems and find solutions.
- T F 4. Each driver and aide of students with special needs must be CPR and first aid certified.
- T F 5. All students with special needs must have a parent or adult present at the student's drop-off location.
- T F 6. Most commonly, junior high or middle school students are the most difficult students to manage.
- T F 7. The driver of the school bus is ultimately responsible for ensuring that all riders are properly seated and appropriately secured.
- T F 8. The best way to deal with student misconduct is to get the principal involved immediately.
- T F 9. You should confront a student that has a weapon.
- T F 10. Students do not need to be aware of the reasons why bus safety rules exist.
- T F 11. Reinforcing good behavior is one of the best methods to have a quiet and calm bus.
- T F 12. Use of reasonable force (restraint) is only acceptable when a student is in danger of harming themselves or another person.
- T F 13. The category of special needs includes but is not limited to: deaf or hard of hearing, traumatic brain injury, autism and speech language impairment.
- T F 14. Students do not always understand things they say are offensive to other students.
- T F 15. The school bus driver can discharge a student anywhere along the route if they are causing problems.
- T F 16. Incidents involving serious misconduct must be reported to the Minnesota Department of Public Safety.
- T F 17. The school bus ride is not an extension of the school day.
- T F 18. People transporting students with special needs must be accommodating and flexible
- T F 19. Drivers who transport students using wheelchairs require special training on how to properly secure the wheelchair and the student.
- T F 20. Drivers should introduce themselves to the school officials who handle student issues on the bus during the first week of driving the assigned route.



Date: \_\_\_\_\_ Name: \_\_\_\_\_

## Student Conduct and Students with Special Needs Survey (Cycle Two - ANSWERS)

True or False *Circle the appropriate response for the corresponding statement.*

- T 11. Reinforcing good behavior is one of the best methods to have a quiet and calm bus. *Everyone likes praise and it is effective. Positive rewards encourages them to repeat the good behavior.*
- T 12. Use of reasonable force (restraint) is only acceptable when a student is in danger of harming themselves or another person. *A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. Minnesota Statute. 121A.582*
- T 13. The category of special needs includes but is not limited to: deaf or hard of hearing, traumatic brain injury, autism and speech language impairment. *These are some, but not all of the possible handicapping conditions.*
- T 14. Students do not always understand things they say are offensive to other students. *Children often repeat what they have heard or have been taught to say. They do not understand the impact this can have on another person. Sometimes people need to learn what is acceptable and not acceptable. They will not know automatically.*
- F 15. The school bus driver can discharge a student anywhere along the route if they are causing problems. *A driver is not allowed to discharge a student anywhere except at their bus stop or at school. Students are not to be evicted from the bus along the route for a breach of discipline. All breaches of discipline must be reported by the bus driver to the authorized person.*
- F 16. Incidents involving serious misconduct must be reported to the Minnesota Department of Public Safety. *Reports go to the Commissioner of Public Safety through the Superintendent and School Officials. "Reportable offense" means misbehavior causing an immediate and substantial danger to self or surrounding persons or property. Consistent with the school bus safety policy under section 123B.91, subdivision 1, the school principal, the school transportation safety director, or other designated school official shall immediately report to the local law enforcement agency having jurisdiction where the misbehavior occurred and to the school superintendent if the reporting school official knows or has reason to believe that a student has committed a reportable offense on a school bus or in a bus loading or unloading area. The reporting school official shall issue a report to the commissioner of public safety concerning the incident on a form developed by the commissioner for that purpose. Minnesota Statute 169.4582 Sub. 2.*
- F 17. The school bus ride is not an extension of the school day. *Transportation by school bus is a privilege not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Minnesota Statute 121A.59*
- T 18. People transporting students with special needs must be accommodating and flexible. *It can be very challenging to drive special needs children and may require extra patience, tolerance, flexibility and empathy. Minnesota Rules 7470.1700 state that each driver of a vehicle for pupils with a disability shall be carefully selected to assure the driver can perform the requirements of the job. Drivers must be assigned to each route on a regular basis whenever possible.*
- T 19. Drivers who transport students using wheelchairs require special training on how to properly secure the wheelchair and the student. *Minnesota Rule 7470.1700 states that each driver and aide assigned to a vehicle transporting pupils with a disability must ensure that protective*

Date: \_\_\_\_\_ Name: *Key*

## Student Conduct and Students with Special Needs Survey (Cycle Two - ANSWERS)

True or False *Circle the appropriate response for the corresponding statement.*

- T 1. The length of time a student with special needs is transported shall be appropriate to the physical, mental and emotional well being of the student. *The length of time a pupil with a disability is transported must be appropriate to the physical, mental, and emotional well-being of the pupil. In general, a pupil with a disability should not spend more time in transit than a pupil without a disability except as may be required because of the unique location of the pupil's educational program. Each child's special needs will determine just how long they can manage sitting still on the bus comfortably and physically.*
- T 2. An IEP is an Individual Educational Plan which documents the level of special services a student requires. *The IEP is the guiding document behind all special education accommodations and related services, including transportation.*
- T 3. Student management involves a commitment to working with students to clarify the problems and find solutions. *Seeing students as partners in safe transportation and involving them in problem solving are effective ways to reduce discipline problems on the bus. Children need to understand what is expected of them.*
- F 4. Each driver and aide of students with special needs must be CPR and first aid certified. *You need to understand the child's medical needs and what the best course of action is. Always work within your skills. According to MN Chapter 7470.1700 Each driver and aide assigned to a vehicle transporting pupils with a disability must be instructed in basic first aid and procedures for the pupils under their care.*
- F 5. All students with special needs must have a parent or adult present at the student's drop-off location. *The IEP (individual education plan) or a student will set guidelines for what the student is able to do for themselves in a LRE (least restrictive environment). It is up to the IEP team to determine how independent the student can be. LRE for the school bus starts with the assumption that a student may ride a regular bus from a corner with non-disabled peers. Based on the student's abilities it may become as restrictive as curb-to-curb and hand-to-hand dismissal.*
- T 6. Generally, junior high or middle school students are the most difficult students to manage. *There are significant physical, emotional and social changes going on with young teens that can make them difficult to manage on the bus. They are at a time in life where they will naturally test limits.*
- T 7. The driver of the school bus is ultimately responsible for ensuring that all riders are properly seated and appropriately secured. *The school bus driver is the person charged with the responsibility to assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly. MN Chapter 7470.1700*
- F 8. The best way to deal with student misconduct is to get the principal involved immediately. *The driver can lose credibility and the respect of the student by relying on others to deal with problems. It is best for the driver to attempt to deal with the problems directly at first and turn to school officials if that doesn't work. Always document interventions you have tried and follow District procedures for reporting misconduct.*
- F 9. You should confront a student that has a weapon. *Avoid confrontation with the student; ensure the safety of the other passengers and try to de-escalate the situation. Follow your training and do not be a hero. Untrained individuals can actually aggravate the situation. Let the professionals do the work.*
- F 10. Students do not need to be aware of the reasons why bus safety rules exist. *Children generally believe in fairness and will comply with a rule if they understand the reason why the rule exists.*