Stewartville Public Schools (Type A & III Vehicle Information

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. handing emergency situations;
- 6. proper use of seat belts and child safety restraints;

NOTE: It refers to 'school bus driver'

7. performance of pre-trip vehicle inspections; and

(Type A/III) because that is what you are

8. the safe loading and unloading of students.

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 click on 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. <u>There are no exceptions to this rule.</u> 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

Training Date:

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.

| Motor Vehicle License Check | |
|---|--|
| TVIOLOT V CHICLE ETCCHISC CHICCH | |
| | Schools, without any reservation, to investigate my background as release all persons, companies or other entities furnishing suc n connection herewith. |
| Printed Full Name of Applicant | |
| Signature of Applicant | |
| Date/ | |
| The items of information requested below a | are required to allow you to drive Type A and/or Type III vehicles and will not be used in a discriminatory manner for the making of |
| They are intended solely for that purpose a business decisions. | and will not be used in a discriminatory mainter for the making t |
| | |

School Bus Driver Evaluation

| 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 | |

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

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

| 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 | |

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

| 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 | |

| Railroad Crossing (Actua) or Simulated) | Evaluated |
|---|-----------|
| Uses 4-way flashers | |
| Master switch on/off | |
| Silences vehicle (fans, etc.) | |
| Quiets passengers | |
| Stops between 15-50 feet | |
| Opens window/door | |
| Looks / listens | |
| Identifies rear bumper clearance | |
| Closes door before proceeding | |

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

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

| Loading / Unloading | Evaluated |
|-----------------------------------|-----------|
| Mirror usage on approach | |
| Turn signal use | |
| Yellows on / Distance | |
| Distance from students | |
| Not in the intersection | |
| Brake / Neutral / Open Door | |
| Verbai / Physical signal to cross | |
| 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 | |
| Car seat usage procedures | NA- |
| Evacuation procedures | |

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

| Vehicle type: (A) | BCD |
|-------------------|-----------|
| Brake type: Air | Hydraulic |
| Vehicle number: | 922266 |

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

Revised 09-10

This is the only form approved by the Minnesota State Patrol



SCHOOL BUS PRE-TRIP INSPECTION

| Evaluator | | | | | |
|--|---|--------------|---|-------------|--------|
| Driver | | | | | |
| | | NO | | CHEC YES | |
| ENGINE COMPARTMENT: Oil level Auto transmission fluid level Alternator Belts and hoses Coolant level Water pump | | | AIR BRAKE SYSTEM: NA- Air leak check (1 minute test) Low air warning (buzzer/ light) Emergency brake system engage Parking brake Service brake | | # |
| Air compressor (air brakes) Air compressor (air brakes) Master cylinder (hydraulic) Check for leaks Steering gear box & hoses Steering linkage (Left/Right) Power steering fluid | | | INTERNAL INSPECTION: *Engine running, parking brake applie Oil pressure builds Ammeter/voltmeter Fuses / breakers / Lighting indicators (turn signal, 4 | a * | |
| EXTERNAL INSPECTION: Lights (signals, stop, headlights, clearance, ID lamps, side markers, license plate lamp, back up lights) 8 Way lamp system Entrance door and mirrors Windshield(s) Window glass Reflectors Fuel tank and cap | | | way flashers, headlamp, brake lamp, park brake lamp, 8 way lam system check) Fuel gauge functional Driver seatbelt Horn Heater/defroster Mirrors properly adjusted Windshield wipers / washers Safety/emergency equipment fire extinguisher | | |
| Wheel (lugs, rims, spacers, tires) Wheel flaps (if equipped) Springs, shock absorbers Spring mounts (including u-bolts, front & rear axles) | _ | | reflective triangles first aid, body fluids cleanup kits seat belt cutter - if applicable Seats | | 8 |
| Hub oil seals (front & rear) Brakes (drums, rotators, linings) Brakes (Hydraulic) Service, parking, electric assist Brake (Air) Black adjusters, chambers, | | | EMERGENCY EXITS: door(s) / latch(s) windows (operational / buzzer) roof hatches (operational / buzzer) | er) 🗆 | |
| noses, parking Drive shaft Frame | | 1 000 | WHEELCHAIR Anchor points, belts, straps, lift inspection, interlock safety system functional | | A A |



EVALUATOR CERTIFICATION

| | | ed in MS 171.321 Sub. 4 and Sub. 5.) |
|----------|--|---|
| rict | / Carrier | |
| luat | or | |
| ver_ | | Date |
| req | uirements: Behind the Wheel Evaluation (Appendix A) | Date |
| | Pre-Trip Evaluation (Appendix B) | Date |
| D(D(| (2) Understand student behavior, including issues relating (3) Encourage orderly conduct of students on the bus and appropriately; (4) Know and understand relevant laws, rules of the road, policies; (5) Handle emergency operations; | g to students with disabilities; handle incidents of misconduct |
| No | SCHOOL BUS DRIVER STUDENT MANAGEM | ENT CHECKLIST |
| | Checked files for indications of any student management Checked route discipline file for indications of any problem. Checked observation file—Are there observations that indications | lems. |
| | Is there proper documentation in place for any incidents School staff contacted? (Any issues?) Do the students follow the driver's direction? Is the driver able to handle student management situation. Does the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the proper steps to follow to deal of the driver know the driver know the driver and the driver know the driver all the driver and the driver know the driver all the | ns? |
| | Does the driver follow those steps? | |
| MEN | TS FROM RIDE-ALONG OBSERVATION: (include student manage | gement issues or concerns) |
| | | |
| | No O O O O O O O O O O O O O O O O O O O | requirements: Behind the Wheel Evaluation (Appendix A) Pre-Trip Evaluation (Appendix B) No (1) Safely operate the type of school bus the driver will b (2) Understand student behavior, including issues relating (3) Encourage orderly conduct of students on the bus and appropriately; (4) Know and understand relevant laws, rules of the road, policies; (5) Handle emergency operations; (6) Safely load and unload students. SCHOOL BUS DRIVER STUDENT MANAGEM No Checked files for indications of any student managemen Checked route discipline file for indications of any problem? Is there proper documentation in place for any incidents School staff contacted? (Any issues?) Do the students follow the driver's direction? Is the driver able to handle student management situation Does the driver know the proper steps to follow to deal problems? |

Appendix D

This is the only form approved by the Minnesota State Patrol



| Date: | Name: |
|-------|-------|
| | |

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

<u>True or False</u> <u>Circle the appropriate response for the corresponding statement.</u>

- 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.



| 1 | |
|-----------|---|
| N |) |
| \forall | |
| | |
| | |
| | |
| | |

Date:

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

| | q | ľ |
|---|-----|---|
| | 124 | |
| i | C | |
| | 9 | |
| | ú | |
| | 0 | 1 |
| | ċ | |

the appropriate response for the corresponding statement.

- 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. 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 The length of time a student with special needs is transported shall be appropriate to the physical,
- An IEP is an Individual Educational Plan which documents the level of special services a student The IEP is the guiding document behind all special education accommodations and related services, including transportation.
- 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.
- 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 writin 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. щ
- 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 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) of a student will set guidelines for what the peers. Based on the students abilities it may become as restrictive as curb-to-curb and hand-to-hand dismissal. ш
- There 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.

۰

- 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 and and off the bus when necessary for their safe ingress and agress from the bus; and ensure that protective safety devices are in use and fastened and agress from the bus; properly. MN Chapter 7470.1700
- 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 8. The best way to deal with student misconduct is to get the principal involved immediately. The and follow District procedures for reporting misconduct.
- 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. 9. You should confront a student that has a weapon. Avoid confrontation with the student, Let the professionals do the work. L
- Students do not need to be aware of the reasons why bus safety rules exist. Children generally 10. Students do not need to be aware of the reasons why was some your series believe in fairness and will comply with a rule if they understand the reason why the rule believe in fairness and will comply with a rule if they understand the peaked 1/2009 u.

This is the only form approved by the Minnesota State Patrol for Cycle 2

Appendix E - Cycle 1



Revised 1/2009

| í | Ţ | | |
|---|---|---|--|
| 2 | | • | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| ; | ı | , | |
| 1 | Ţ | , | |
| ċ | i | í | |

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

True or False

Circle the appropriate response for the corresponding statement.

- 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.
- themselves or another person. As chool 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, 1214.582 12. Use of reasonable force (restraint) is only acceptable when a student is in danger of harming
- 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.
- 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. Students do not always understand things they say are offensive to other students. Children
- 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. ш.
- substantial danger to self or surrounding persons or property. Consistent with the school bus safety policy under section 1238.91, 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 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 believe that a student has committed a reportable offense on a school bus or in a bus School Officials, "Reportable offense" means misbehavior causing an immediate and 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.
- 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 17. The school bus ride is not an extension of the school day. Transportation by school bus is a discipline policy. Minnesota Statute 121A.59
- very challenging to drive special needs children and may require extra patience, tolerance, flexibility and empathy. Minnesota Rules 7470.1770 state that each driver of a vehicle for 18. People transporting students with special needs must be accommodating and flexible. It can be 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
- 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

Appendix E - Cycle 1

۰

This is the only form approved by the Minnesota State Patrol for Cycle 2

