

PUPIL TRANSPORTATION

Need, Question, Issue

How do students receive pupil transportation services in School District #12?

POLICY STATEMENT

In defined situations students shall be transported to and from home/daycare to school. Other pupil transportation situations include special education, vocational education, field trips, athletic buses, and non- public school transportation.

The School Board shall establish walking and busing boundaries for all schools and residences. The School Board shall also establish walking distances to/from bus stops for various busing situations.

A bus discipline process shall be made available to bus drivers and school district personnel that provide safe operation of buses and appropriate communications to parents and students.

State of Minnesota Laws and Minnesota Department of-Education rules shall be adhered to. The School Board shall establish additional rules/procedures in order to provide for the safe and efficient transportation of students.

Rules and Procedures

A. TRANSPORTATION OF STUDENTS WITH DISABILITIES

1. OBJECTIVE

To provide transportation for students with disabilities.

2. GENERAL

School District #12 provides a variety of services for students with disabilities both within and outside of the District. A systematic procedure must be established for efficiently providing appropriate transportation for these students.

3. PROCEDURE

- A. The decision as to special education needs is determined by the Child Study Team and an appropriate program site is selected.
- B. The request for Special Transportation (Exhibit A) is completed and forwarded to the Special Education office.
- C. Request for Special Transportation form is signed by the Special Education Coordinator and forwarded to the Transportation Office.
- D. Transportation arrangements are completed within four (4) working days of receipt of the Request for Special Transportation form.
- E. Copies of the Request for Special Transportation form are distributed as follows:
 - ▲ **White** - Transportation Office
 - ▲ **Yellow** – Special Education Department Secretary
 - ▲ **Pink** - Bus Contractor
 - ▲ **Goldenrod** - Bus Driver
- F. Parents of student to be transported are to be notified prior to date of initiation of date, time and place of pick up and delivery.
- G. Receiving school or agency is to be notified of date, time and place of delivery and pick up.



6003

Student Number _____
Home School _____
Date of Request _____

EXHIBIT A

CENTENNIAL SCHOOL DISTRICT NO. 12
REQUEST FOR SPECIAL TRANSPORTATION

Student's Name _____ Date of Birth ____/____/____
Address _____ City _____ Zip _____ Home Phone _____
Parent/Guardian _____
School Attending _____

Grade Attending _____
 Special Education Physical Handicap
 School Adj. Educ. Transfer
 Other – Explain _____

Nature of this Transportation Request: _____

Destination:

Pickup Address _____ City _____ Time _____
Delivery Address _____ City _____ Time _____

Destination:

Pickup Address _____ City _____ Time _____
Delivery Address _____ City _____ Time _____

Date Transportation is to Start _____ Ending Date (Approx.) _____

Special Instructions: _____

Signatures: Originator: _____
Director of Special Services: _____

Business Office Use Only

Transporter _____ Bus Number _____
Transportation Request (check one) Approved
 Disapproved

Signature-Business Manger Date
Starting Date _____ Ending Date _____ Days Transported _____

B. NONPUBLIC SCHOOL TRANSPORTATION REIMBURSEMENT

1. OBJECTIVE

To define and establish fair and systematic guidelines to assist the administration in processing nonpublic transportation reimbursement requests in accordance with State laws and rules.

2. GENERAL

In accordance with Minnesota Statutes it is the policy of the Minnesota Department of Education that school districts provide free and equal transportation for all school children of the State. The school board of the district of residence may make contractual arrangements with private bus operators, nonpublic schools, public transit operators, parents, and/or other school districts for the transportation of school pupils for any portion of the pupil's trip to or from school, provided that the board ascertains that it is only paying for and claiming state aid for that portion of the trip that is within the district of residence.

The resident school board's responsibility relative to such contracts shall be limited to the pro-rata cost per resident pupil based on mileage traveled within the resident district as the mileage relates to the total number of miles traveled. Equal transportation is not to be defined in terms of numbers of children transported or numbers of miles traveled or the average cost per pupil for transportation of eligible pupils attending public schools.

3. DISTRICT GUIDELINES

District #12 will reimburse the parent/guardian of nonpublic students for transportation costs as follows:

- A. **If student is bused**, the pro-rata cost to the district boundary (miles to district boundary divided by total miles to nonpublic school times total cost). This is paid for each day student(s) is in attendance.
- B. **If parent/guardian transports student**, the current district reimbursement rate per mile for a round trip to the district boundary. This is paid for each day student(s) is in attendance and limited to the pro rata share of total NONPUBLIC PUPIL TRANSPORTATION revenue generated for the fiscal year.
- C. **Claims submitted subsequent to June 30 of the current school year will not be eligible for reimbursement.** Rate for reimbursement is based on the district policy for reimbursement that is the same as the Federal Tax Mileage Rate limited to total NONPUBLIC PUPIL TRANSPORTATION revenue generated for the fiscal year.

4. PROCEDURE

- A. Notice of nonpublic transportation reimbursement shall be published each school year in the district newsletter and local newspapers. This publication will take place in the legal newspaper in about the months of September and March.

- B. Letters containing information concerning nonpublic school transportation reimbursement shall be sent to the office of all known area nonpublic schools that have had resident pupils attending their schools (See Exhibit C).
- C. A number of Nonpublic School Transportation Reimbursement Request Forms are sent with the letter (See Exhibit B). These letters and forms are sent in the month of March of each school year.
- D. All nonpublic school transportation reimbursement claims shall be approved before payment can be made.
- E. Reimbursement Check Request forms shall be filled out for each family submitting claims and processed for payment in compliance with district accounts payable processing schedule.

SAMPLE NONPUBLIC TRANSPORTATION LETTER

Date

Dear _____:

In past years a resident from our district has attended your school. Nonpublic school transportation reimbursement is available for the _____ - _____ school year for students that are residents of District #12 and have attended nonpublic schools outside the district for the _____ - _____ school year.

District #12 will reimburse the parent/guardian of nonpublic students for transportation costs as follows:

1. **If student is bused**, the pro-rated cost to the district boundary (miles to district boundary divided by total miles to nonpublic school times total cost). This is paid for each day student(s) is in attendance.
2. **If parent/guardian transports student, (the current district reimbursement rate)** per mile for a round trip to the district boundary. This is paid for each day student(s) is in attendance and limited to the pro rata share of total NONPUBLIC PUPIL TRANSPORTATION revenue generated for the fiscal year.

The attached form must be completed for each student (**or each family if more than one student is in attendance**) and submitted to District #12 by June 30, ____ for nonpublic transportation for the ____ - ____ school year. **Claims submitted subsequent to June 30, ____ will not be eligible for reimbursement.** A number of forms are attached for your convenience.

Your cooperation is appreciated.

Please contact me if you have any questions.

Sincerely,

Director of Business Affairs

Attachments

C. BUSING BOUNDARIES/WALKING LIMITS/HAZARDOUS TRANSPORTATION

1. OBJECTIVE

To provide consistent and well defined busing boundaries for all schools and residences. To establish walking distances to/from bus stops for various busing situations. To determine which walking areas are to be declared hazardous.

2. GENERAL

School District #12 provides pupil transportation for various busing situations. Procedures must be developed to provide consistent rules. The procedures will take into account safety and efficiency.

3. PROCEDURES

A. BUSING LIMITS:

1. Kindergarten students shall be bused from ½ mile.
2. Elementary students shall be bused from 1 mile.
3. Middle School students shall be bused from 1 mile.
4. High School students shall be bused from 1.5 miles.
5. Handicapped/Special Education students shall be bused to/from their residency as necessary.

Busing limits for each residence shall take into account natural breaks. Natural breaks include where streets end, paths, parks, etc. Busing limits will be less than but never greater than established above due to natural breaks. Street access will be used in establishing limits. The limits will be defined and graphically displayed on maps. These maps are available for inspection at the district’s Business Office-Transportation Department.

B. BUS STOP WALKING LIMITS

1. Kindergarten, elementary and secondary students may walk up to 1/2 mile to/from bus stops for regular busing.
2. Late take home buses (i.e., 4:10, 5:15 p.m.) shall drop students no more than 1 mile from residence.
3. Fixed bus stops will be developed for the district. Locations will generally be at intersections.
4. Morning kindergarten students will be bused with grades 1-5 in the morning. Afternoon kindergarten students will be bused home with grades 1-5. Kindergarten students will use the same bus stops as grades 1-5.
5. Cul-de-sacs will not be entered unless the walk distance exceeds the bus stop walk distance.
6. Request for special consideration will be reviewed on an individual basis by the Director of Business Affairs and the Superintendent. Requests must be in writing. Any busing limit changes must be approved by the School Board.

C. **BUS ROUTE LENGTH**

The total one-way bus ride time for in-district home to school transportation should not exceed 45 minutes unless unique circumstances dictate that a longer time is required. (Late Activity Bus ride may exceed one hour.)

D. **HAZARDOUS TRANSPORTATION**

Hazardous Transportation is allowed by the Department of Education as defined by the local Hazardous Transportation Review Committee for students living within the established walking limits.

Walk areas will be reviewed and defined annually by the Hazardous Transportation Review Committee. The committee shall review all hazardous streets plus any and all other areas requested for review by parents, administrators, School Board members or district residents.

The review shall occur in April/May every year.

1. **Hazardous Transportation Review Committee**

- a. The Hazardous Transportation Review Committee is authorized by the Centennial School Board.
- b. The Board authorized the chair to appoint a five-member committee to review all potentially hazardous school walking routes.

2. **Hazardous Transportation Review Committee Membership**

- a. The Hazardous Transportation Review Committee membership shall include:
 - ↗ Director of Transportation (permanent appointment by the School Board)
 - ↗ One representative of the local police department (Blaine, Centennial Lakes, Lino Lakes rotated each year, appointed by police chiefs)
 - ↗ Two (2) School Board members appointed by the Chair. (It is understood that at least one School Board member will leave the committee each year and be replaced by another member appointed by the Chair).

3. **Organizational Meeting**

The committee shall have an organizational meeting in April/May for the purpose of reviewing their responsibility.

4. **Committee Responsibility**

The committee's responsibility is to review all student walkways within the existing walking attendance areas that are traveled by students to and from school on a regular basis and make recommendations to the School Board as to the need for providing busing services.

5. **Specific Recommendations**

- a. The committee shall follow the criteria listed in School Board Procedure 6003C, Busing Boundaries/Walking Limits/Hazardous Transportation.
- b. The committee shall determine specific limits and definitions of the criteria listed in this procedure.
- c. The committee shall recommend which streets and walkways shall be determined to be hazardous.
- d. The committee may conduct its own traffic counts or take whatever additional measures it deems appropriate to meet its responsibilities.

6. **Criteria To Be Considered**

The following criteria shall be included as part of each area review. The committee may consider additional factors that it determines unique to a specific situation.

a. **Classification of Roadways**

<u>Value</u>	
State Highway	-4
County Road	-2
Residential Street	0

b. **Traffic Counts During Walking Hours**

Heavily Traveled	-4
Moderate Traffic	-2
Light Traffic (few vehicles)	0

c. **Speed Limits**

55+ miles per hour	-4
45 miles per hour	-2
30 miles per hour or less	0

d. **Unique Characteristics**

Narrow Roadway-Limited Shoulders (Hard Surface Road width of 25' or less is a -4)	-4/0
Wide Road – 4 Lanes or 3 Lanes	-4
Curves (depending on severity, etc.)	-3/0
Hills – Blind Spots	-3/0
Walkways or Sidewalks	+4
Busy Intersection	-4/0
Relative Distance to School	
0 – ½ mile	-0
½ - 1 mile	-2
1 mile – 1-1/2 miles	-3
1-1/2 miles – 2 miles	-4

This shall be presented to the School Board by July 1 of each year.

7. **Public Notice**

Each spring a notice to the public shall be published in the Observer informing the community of the Hazardous Transportation Review Committee purpose. The notice shall inform the community that anyone wishing to have a street reviewed by the committee may do so by notifying the Transportation Department prior to April 1st.

8. **Appeal Process**

Each year during August the list of hazardous transportation areas shall be published for the following school year. If an area is not included that a citizen believes should be included, they may ask the administration to reconsider their request. If the administration recommends no change, the citizens may request the Board to reconsider their decision. However, requests for reconsideration should be received by the administration on/or before September 15th.

D. FEE BASED TRANSPORTATION

1. **OBJECTIVE**

To provide consistent and clear eligibility guidelines to access transportation for a fee.

2. **GENERAL**

School District #12 provides pupil transportation for various busing situations. Procedures developed will provide consistent rules for safety, efficiency, and cost effectiveness.

3. **PROCEDURES:**

a. **Eligibility:**

First grade through twelfth grade students residing in or utilizing a childcare site within the established fee for service area are eligible for fee-based transportation.

b. **Notification:**

Parents or guardians of students known to reside in or use childcare within the designated areas will be notified by mail of their eligibility. Additionally, any known childcare sites within these areas will be notified. After an enrollment period, each enrolled child will receive a bus information card. This card will show the child’s name, transportation address, bus stop location, bus number and scheduled time. This card will serve as a bus pass and must be carried by the student. Only students enrolled and in possession of a pass will be eligible to ride.

c. **Enrollment:**

An enrollment period for service will be established each year in April/May. Families new to the district may enroll at the time of school enrollment. A district registration form will be provided. A check for full payment must accompany the form.

d. **Fee:**

The annual cost of service will be established each April by action of the school board. The fee will include a family maximum and a fee waiver for students eligible for and participating in the free or reduced lunch program. The fee structure will include a reduced rate for new families entering the district after January 1 of each year. The fee will be for round trip transportation with no reduction for one-way transportation or less than everyday use.

e. **Other conditions:**

1. Stop locations, bus assignments and scheduling are at the sole discretion of the School District. Students will walk to bus stops generally at corners or at locations currently used by transported kindergarten students. Walk distances to stops will be the same as non-fee transported students.
2. Transportation can be provided from only one location going to school in the morning and to only one location from school at the end of the day. The schedule must be consistent five days a week. Variable day schedules will not be accommodated.
3. Student behavior expectations while at bus stops and on the bus are the same as non-fee students. A fee student's riding privileges may be suspended under the same procedures and conditions as specified in District policy. No fee reductions or refunds will be made if a student is suspended or removed from the bus.

f. **Fee Structure:**

Full Year: \$205.00 per student -- \$500 family maximum

Students new to the district after January 1, the fee of \$115 per student with a \$280 family maximum.



CENTENNIAL SCHOOLS

4707 North Rd
Circle Pines, MN 55014
Transportation Department: 763-792-6060

FEE FOR TRANSPORTATION SERVICE REGISTRATION FORM

DATE: _____

Parent/Guardian Name: _____

Home Phone: _____

Home Address: _____

Work Phone: _____

Cell Phone: _____

Student Name(s)	School	Grade	Pickup Location *(Or List Alternate Address)	Dropoff Location *(Or List Alternate Address)

***Alternate Address information:** If your child/children use childcare services, please provide the following information:
(Please note transportation will be provided to only one pickup location and to only one dropoff location)

Child Care Provider Name: _____

Child Care Provider Address: _____

Child Care Provider Phone: _____

My child/ren will be using the following service (please check all that apply):

AM Pickup _____ PM Dropoff _____ Both _____

Comments:

***See reverse side of this form for Information on Waiver of Bus Fee.**

- PLEASE COMPLETE BOTH SIDES OF THIS FORM -

***Please return this form to your child/ren's school office or mail it to: Centennial School TRANSPORTATION OFFICE – 4707 North Rd, Circle Pines, MN 55014.**

Information on Waiver of Bus Fee

If your child/ren currently qualify for free or reduced-price school meals and you sign below, the fee for busing will be waived.

Child's Name: _____ School _____
Grade _____

Child's Name: _____ School _____ Grade _____

Child's Name: _____ School _____ Grade _____

Child's Name: _____ School _____ Grade _____

____ Yes, school officials may use the meal eligibility information for the child/ren listed above to waive the busing fees. I give up my rights to confidentiality **only** for the purpose of receiving no fee for the busing program.

I certify that I am the parent/legal guardian of child/ren listed above.

Signature – Parent/Guardian

Date

By signing below, I understand that school bus transportation service carries a fee. There will be no refund if a student is suspended from ridership privileges for discipline infractions, or in the event the service is not fully utilized. I also understand that stop locations, bus assignments and scheduling are at the sole discretion of the District and that transportation can be provided from only one location going to school in the morning and to only one location from school at the end of the day.

Enclosed please find a check in the amount of \$ _____ made payable to DISTRICT 12.

Parent/Guardian Signature

Date

NOTE: Payment may be tax deductible. Check with your tax advisor.

For District Use Only: Verified _____ Initials _____ Date _____

E. STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures.

2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

F. PARENT RESPONSIBILITIES FOR STUDENT TRANSPORTATION

1. OBJECTIVE

To outline parent and guardian responsibilities for transportation safety. To identify the School District's responsibilities for notification of parents and guardians of their responsibilities.

2. GENERAL

Safe transportation is the first objective of the Centennial School District transportation system. Student behavior and familiarity of the rules has a tremendous influence on achieving this objective. It is important that every parent understand that they play a significant role in teaching and reinforcing these rules. To do this, each parent must be knowledgeable and supportive of the school bus/bus stop rules.

3. PROCEDURE

A copy of the School District school bus and bus stop rules will be provided each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents/guardians are asked to review the rules with their students.

Parent/Guardian Responsibilities are as follows:

- * Become familiar with the District rules, policies, regulations and principles of school bus safety.
- * Assist students in understanding safety rules and encourage them to abide by them.
- * Recognize their responsibilities for the actions of their students.
- * Support safe riding practices and reasonable discipline actions.
- * When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- * Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
- * Respect the rights and privileges of others.
- * Communicate safety concerns to school administrators.
- * Parents are responsible for student supervision at bus stops.
- * Support all efforts to improve school bus safety.
- * Have children properly dressed for weather.

G. SCHOOL BUS EMERGENCY PROCEDURES

1. OBJECTIVE

To provide guidance for school bus drivers on handling specific emergency situations.

2. PROCEDURE

In the event of an emergency, drivers must act appropriately to provide for the safety of their passengers. The following actions should be taken in event of an emergency:

A. **Fire on the Bus**

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safely off of the bus and a safe distance from the bus before attempting to put out the fire.

B. **Injuries/Medical Emergencies**

Drivers will first contact the dispatcher to call 911 in the case of serious injuries. Drivers will administer proper first aid in accordance with their training and level of ability. In the event of an injury, the students name and details of the injury should be recorded and reported to the District Pupil Transportation Safety Director. If an injured passenger is taken to the hospital, the students name and the name of the hospital must be recorded by the driver and reported to the District Pupil Transportation Safety Director immediately.

C. **Tornado**

If there is likelihood that a tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads and arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies.

If drivers are on the road when they hear a tornado warning or spot a funnel and there is no time to evacuate the students after stopping the bus, drivers will have the students assume the protective position, remaining in their seats with their heads below window level.

D. **Evacuation**

Drivers will evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers will inform the passengers that there is an emergency and in calm and precise terms tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. **Accident**

In case of an accident, the driver should immediately assess students for injuries and begin emergency first aid procedures if necessary. The driver must also notify the contractor dispatcher immediately. The Contractor must notify the appropriate law enforcement and emergency services and the District immediately. Upon providing emergency aid and notifying the appropriate persons the driver shall:

- In cooperation with police and/or emergency services, assist with the care of students.
- See that all injured students receive proper care.
- Determine facts pertaining to the accident.
- Collect all names of students on the bus noting injuries.

- ↗ Call School District with list of names and circumstances so parents can be contacted.
- ↗ Discuss the accident with only the police, Company and School District officials.
- ↗ Not leave the scene of the accident until released by the driver’s supervisor.

Before leaving for the day, the driver shall complete an accident report. All bus accidents will be reported to the Department of Public Safety by the contractor.

F. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible.

If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he/she should remain calm and call for assistance using a predetermined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having the weapon that he/she knows of the weapon.

H. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights and running or clearance lights.

I. Getting Assistance

Use the two-way radio communication system to get assistance. Drivers should report the location and number of the bus, the nature of the problem and the status of the passengers. If the driver cannot use the radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and location of the bus, the nature of the emergency and the status of the passengers.

J. Emergency Action Plan

Appropriate actions will be taken according to the school district Emergency Action Plan.

H. SCHOOL BUS OPERATING RULES

1. OBJECTIVE

To specify general school bus operating rules consistent with state guidelines.

2. GENERAL

For maximum safety, clear and consistent operating procedures are necessary. All school bus drivers, administrators and parents should be familiar with the rules of operation and procedures.

3. PROCEDURES—OPERATING RULES

- A. All routes shall be on file with the District No. 12 School Director of Transportation.
- B. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
- C. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
- D. The parent/guardian may designate by a signed written request— a daycare facility, respite care facility, the residence of a relative or the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
- E. Safety evacuation drills for the student passengers shall be conducted at least twice each school year.
- F. There shall be no students in the bus while the fuel tank is being filled. On leaving the drivers area of the bus when students are on board, the driver shall remove the ignition key, set the brakes and otherwise render the bus immobile. The driver shall not leave the bus unattended with student passengers onboard.
- G. Buses shall not be run backwards on school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
- H. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
- I. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
- J. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall

not leave the bus but shall send two responsible students to the nearest house to summon help.

- K. The following loading and unloading procedure will be used:
 - * The driver shall activate the flashing 8-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality and 100 feet when operating within an incorporated municipality and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
 - * The driver will bring the vehicle to a complete stop right-hand lane of the roadway parallel to the center line.
 - * Prior to discharging students, the door will be opened, activating the red flashing lights and extending the stop arm. The students will be discharged only after all traffic (front and rear) has come to a complete stop.
 - * The door will be kept open and the 8-light system operating until all students have been loaded or unloaded safely.
 - * The driver should avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
 - * The driver will not permit students to stand or get on or off the bus while it is in motion.
 - * The driver will bring the bus to a full stop and disengage gears by shifting the gear shift lever into the neutral position before loading or unloading students.
 - * Buses will load and unload students only at designated stop locations.
 - * The driver will be responsible for safely delivering the students whom must cross the highway or street by one of the following methods:
 - ❖ Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver.
 - ❖ Students shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus patrol.
 - ❖ The driver shall visually ascertain that the students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

- L. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment required in a regular school bus. If District owned, the district name will be clearly marked on the side of the vehicle. Type III vehicle will be maintained and inspected in the same manner as a regular school bus.

- M. Students will not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The district has no system of inspection for private vehicles.

- N. All school buses shall be maintained by the Contractor in a safe operating condition through a systematic preventive maintenance and inspection program approved by the School District. All vehicles shall be inspected in accordance with legal requirements. The Contractor will require daily pre-trip inspections and prompt reporting and correction of defects.
- O. The District may adopt such additional operating rules as deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.
- P. The School Board has designated an individual to serve as the School District’s Pupil Transportation Director. The name of the pupil Transportation Safety Director is on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the Pupil Transportation Director.
- Q. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
- R. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
- S. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.01, Subd. 6. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

I. SCHOOL BUS DRIVER RESPONSIBILITIES

1. OBJECTIVE

To provide school bus drivers, administrators and the public with specific areas of responsibility when serving as a school bus driver in the Centennial School District.

2. GENERAL

To achieve the objective of safe student transportation, the school bus driver must operate the school bus in compliance with all applicable state, federal and local laws, procedures and rules. The driver must also be aware of their specific responsibilities. District 12 drivers responsibilities are as follows:

3. PROCEDURES-RESPONSIBILITIES

All school bus drivers shall be adequately prepared, both physically and mentally, each day to perform required duties. These duties shall include the following:

- A. **Safety:** The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.
- B. **Defensive Driving:** All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic or errors of other drivers or pedestrians.
- C. **Driving Adjustments:** Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
- D. **Emergency Doors:** Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.
- E. **Service Doors:** The service door of the bus must be closed at all times while the bus is in motion.
- F. **Overloads:** The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should the vehicle become overloaded.
- G. **Railroad Crossings:** All vehicles used to transport must stop at railroad crossings using required procedures whether they are loaded or empty. School buses shall not activate the 8-way lights; 4-way hazard lights are to be used before stopping and when crossing the tracks.
- H. **Speeding and Other Moving Violations:** No bus will travel faster than road traffic and weather conditions safely permit regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action consistent with the contractors policies. The contractor will notify the School District when a driver is cited for a moving violation.
- I. **Smoking Prohibited:** Smoking by either the driver or the passengers is prohibited on any school bus, Type III vehicle or on school property.
- J. **Bus Inspection:** Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment.
- K. **Safety Equipment:** All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus including fire extinguisher, first aid kit, bodily fluids clean up kit, flashlight, reflectorized emergency warning devise and any additional items required by the district. Drivers of vehicles for disabled students will keep all student health information cards on board the bus.

- L. **Bus Cleaning:** Drivers are required to keep the interior of their buses swept and free of trash at all times.
- M. **Fueling:** The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area. The engine shall be turned off while fueling. Drivers should never be turned off while fueling. Drivers should never fuel with passengers aboard.
- N. **Student Safety:** Drivers will enforce the rules for riding the school bus as specified in District 12 policy.
- O. **Emergency Procedures:** Drivers will respond to emergency situations in accordance with the District operating rules covering emergency situations.
- P. **Communications/Relationships:** Communicating effectively with and maintaining good relations with school staff, students, parents, law enforcement officials and the motoring public is essential to achieving the objective of safe transportation.
 - 1. **Relations with Students:** Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.
 - 2. **Relations with School Officials:** School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important that drivers have good relationships with the school officials and give them full cooperation.
 - 3. **Relations with the Public:** It is important to remember that to the general public, the drivers represent the school. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents and other motorists in a polite, professional and considerate manner.
- Q. **Student Discipline:** Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus or drop the student at other than the designated stop. Any denial of bus riding privileges can come only from the school authorities.
- R. **Route Changes:** No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road conditions.
- S. **Route Problems:** Any problems, of whatever kind, encountered by a driver on the routes or tips should be brought to the attention of the designated individual as soon as possible.

- T. **Unauthorized Passengers:** Only authorized passengers may be transported in a bus. Any other passengers must be specifically approved by a school administrator.
- U. **Notices:** It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.
- V. **Completing Required Reports:** It is the responsibility of the driver to completely fill out and turn in all reports in a timely manner. This includes discipline referrals, mechanical defect reports, pre-trip inspections, stop arm violation and other information as requested.
- W. **Required Training:** All drivers must complete the required training as specified by District 12 policy.
- X. **Safety of Passengers:** Drivers are expected to provide maximum safety for passengers at all times.
 - 1. **Standeeds Prohibited:** Standees are not allowed on a moving school bus. Drivers must not move a bus from the stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
 - 2. **Dangerous Articles:** No weapons or articles that may be classified as dangerous may be transported on a school bus. This includes any and all weapons, gasoline cans, animals and other dangerous or objectionable items. Possession of weapons on school property or on a bus will not be tolerated. Companion dogs are allowed.
- Y. **Driver Seat Belts:** Drivers are to wear seat belts at all times the bus is in motion.
- Z. **Additional Responsibilities:** Additional responsibilities may be found in the Bus Contractors driver handbook.
- AA. **Driver Dismissals:** All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

J. SCHOOL BUS DISCIPLINE

1. OBJECTIVE

To provide clear and consistent rules of conduct while riding school buses and at bus stops.
To provide consistent consequences for violating these rules.

2. GENERAL

Riding the school bus is a privilege not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

3. PROCEDURES—RESPONSIBILITIES

- A. The school bus safety rules will be posted on every bus. Violations of these rules will be reported by the driver to the building principal via the District 12 bus conduct report form.
- B. Consequences for school bus/bus stop misconduct will be imposed by the building principal or the principal's designee.
- C. Principals will distribute copies of the completed form to the student's parents, the driver, the transportation office **safety director** and the student's discipline file after consequences have been determined.
- D. Serious misconduct may be reported to local law enforcement by the Transportation Safety Director or Designee.
- E. Records of school bus/bus stop misconduct will be retained at the schools in the same manner as other student discipline records.
- F. The rules at the bus stop are as follows:
 - 1. Students are to be at the stop 5 minutes before the scheduled pick up time. The school bus driver will not wait for late students.
 - 2. Behavior at bus stops must be orderly. Respect for private property and privacy is expected.
 - 3. Keep arms, legs and belongings to yourself.
 - 4. Use appropriate language.
 - 5. Students at bus stops are to wait in a single line at the side of or off the road until the bus comes to a complete stop.
 - 6. When crossing a street to enter the bus, children should wait on the curb or off the road until the bus comes to a complete stop, the stop arm is extended and the driver signals that it is safe to cross.
 - 7. When alighting from the bus, children are to walk away from the immediate area of the bus. The immediate area is defined as within 10 feet of the sides, rear or front of the bus and is referred to as the Danger Zones.
 - 8. Children who cross the street must do so in front of the bus in clear view of the driver. They should go to a spot approximately 10 feet in front of and to the side of the bus and wait for the driver to signal that it is safe to cross.
 - 9. No fighting, harassment, intimidation or horseplay.
 - 10. No use of alcohol, tobacco or drugs.
 - 11. Students should use only specified bus stop locations.
- G. Rules of the Bus are classified into two (2) categories. Class I or the more serious violations have more serious consequences. Class II violations are less serious.

Class I violations are as follows:

- 1. Possession of **weapons**, guns, flammables, animals or other objects that present a danger to other passengers.
- 2. Possession or use of alcohol, tobacco, or illegal controlled substances.
- 3. Fighting, assaulting, or threatening bodily harm.
- 4. Intentional damage to the bus.

5. Tampering with the emergency door or safety equipment.
6. Extending any part of the body outside the bus.
7. Attempting to hang onto or ride on the outside of the bus.
8. Sexual harassment of another passenger.
9. Other behavior that may pose a threat to the safety of passengers or the driver.

Class II violations are as follows:

1. Pushing or shoving another passenger.
2. Use of profane, indecent, or objectionable language or gestures.
3. Failure to remain seated, facing forward while the bus is in motion.
4. Obstructing the aisle.
5. Failure to allow other passengers proper seating.
6. Throwing objects inside, out of, or at the bus.
7. Spitting.
8. Diverting the drivers attention by loud talking, laughter, or other actions.
9. Failing to **immediately** follow the directions of the driver.

- H. Consequences for school bus misconduct will apply to all regular and late activity routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extra-curricular events will be in the sole discretion of the School District. Parents/guardians will be notified of any suspension of bus privileges prior to the suspensions effective date.

Discipline may take place as follows:

Class I Violations

	<u>Grades K-5</u>
1 st notice:	Warning or 1-5 day suspension
2 nd notice:	1-10 day suspension
3 rd notice:	10 day – indefinite suspension
4 th notice:	Loss of Transportation privileges

	<u>Grades 6-12</u>
1 st notice:	1-5 day suspension
2 nd notice:	5 day to indefinite suspension
3 rd notice:	10 day to indefinite suspension
4 th notice:	Loss of Transportation privileges

Class II Violations

	<u>Grades K-5</u>
1 st notice:	Warning
2 nd notice:	Warning or 1 day suspension
3 rd notice:	1-3 day suspension
4 th notice:	3 day to indefinite suspension

	<u>Grades 6-12</u>
1 st notice:	Warning
2 nd notice:	Warning or 1-5 day suspension
3 rd notice:	1-5 day suspension
4 th notice:	5 day to indefinite suspension

- I. Based on the severity of a student’s conduct more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.
- J. In addition to this discipline procedure, the district reserves the right to assign seats or other actions it deems necessary to encourage compliance with the rules.
- K. Students damaging school buses may be held responsible for the damages. Failure to pay such damages (or make arrangements to pay) may result in the loss of bus privileges until damages are paid.
- L. Students will be given a copy of the school bus and bus stop rules during school bus safety training.
- M. In cases involving criminal conduct or behavior detrimental to safety, the principal, local law enforcement officials will be informed.

N. The laws and rules for the operation of school buses in the State of Minnesota state that “no materials, including guns, gasoline cans, animals, or any other object of dangerous or objectionable nature are transported in the school bus when children are being transported.” Band instruments, back packs, and bags that are small enough to be held in the students lap will be allowed on school buses. Band instruments may not be in the aisle or take the space of a student. Hockey sticks, bats, golf clubs, sleds, skateboards, skis, or other unacceptable recreation equipment will not be allowed on regular route or late activity buses unless special arrangements are made. Ice skates and roller blades that are in back packs will be allowed.

K. SCHOOL BUS DRIVER TRAINING

1. OBJECTIVE

To specify the training school bus drivers are required to have prior to and during service to District 12.

2. GENERAL

All new school bus drivers shall be provided with pre-service training, including in-vehicle instruction (**actual driving**) before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive up to a minimum of eight (8) hours of inservice training annually. This training will be conducted by the School Bus Contractor. A summary of the specific content of the inservice training will be provided to and approved by the District Pupil Transportation Safety Director.

3. PROCEDURES—RESPONSIBILITIES

The following driver training standards represent the minimum areas of training which each driver must receive prior to entering service to the School District:

A. Pre-trip Inspection:

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- The engine compartment—belts, valves, fluid leaks
- Engine start, warning lights, gauges, horn
- Fuel level
- Brakes—pedal reserve and air/vacuum gauges
- Interior — seats, floor, lights
- Electrical charging system
- Emergency door — smooth operation, alarm buzzer
- Entrance door operation
- Lift door operation
- Lift equipment for wheelchairs
- Wheels, service brakes, emergency brakes
- Exterior lights — headlights, brake, marker, turn
- Exhaust system
- Windows, windshield and inspection sticker

- Eight-light system and stop arm
- Emergency equipment— first aid kit, body fluids clean up kit, flashlight, reflectors, two-way radio

B. Fundamentals and Techniques of School Bus Driving:

The driver training program must include:

- Relevant laws
- Rules of the road and School District Safety policies.
- Defensive driving
- Driving in inclement weather conditions—reduced visibility (rain, snow, fog) wet roads, icy roads
- Dealing with pedestrians and students in traffic
- Operation of the manual or automatic transmission
- The use of the drive train for stopping the school bus
- Situations where the hand brake will and will not stop a moving school bus
- Steering and turning techniques
- Right and left turn maneuvers
- Gauging the speed of other vehicles on cross streets
- Use of mirrors
- Merging into traffic
- Visual perceptions
- Safe following distances
- Safe backing procedures
- Use of the eight-light system and the District policy regarding its use
- Loading and unloading procedures
- Knowledge of the danger zone concept
- Policies and procedures for grade level railroad crossings
- Emergency use of the public address system
- Response to an approaching emergency vehicle
- Leaving the bus unattended at school sites

C. Special Education Transportation:

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers will be familiar with:

- What to do in a medical emergency
- Handling of wheelchairs
- Operation of lift equipment
- Proper use of wheelchair securement devices
- School district policies on the use of seat belts on designated students
- Handicapping conditions of their assigned students
- Responsibilities of the bus driver and the bus para
- School district policy in situations where a responsible person is not available to receive a student

D. Emergency Procedures:

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdown, fire, accident or passenger injury. Drivers are to receive training in:

1. Identifying the degree of an emergency before beginning an evacuation.
2. Identifying a safe evacuation unloading area.
3. Preplanning emergency evacuations for both conventional and lift buses.
 - a. front, rear and both door evacuations
 - b. evacuation of special education students
 - c. evacuation of physically disabled students and students using wheelchairs
 - d. placement of students in safe location
4. Cooperation in emergency evacuation drills
5. Mechanical breakdowns
 - a. stop bus in safe location
 - b. keep passengers in bus if safe to do so
 - c. take steps to warn motorists
 - d. radio or call for assistance
6. How to secure the bus and place emergency triangles.
7. Use of the two-way communication system.
8. When it is appropriate to evacuate the bus.
9. How to supervise an emergency evacuation.
10. Emergency evacuation of the disabled.
11. Special considerations when evacuating a lift bus.
12. Lifting techniques for handling students in an emergency situation.
13. Priorities when dealing with injured passengers.
14. How to use the school bus first aid kit.
15. Use and operation of the fire extinguisher.
16. Dealing with other motorists and the police.
17. Control of exposure to blood borne pathogens.
18. Use of the body fluid clean up kits.
19. School District policy on medical emergencies.
20. Recognition and handling of epileptic seizures.
21. How to respond if a passenger has a weapon on the bus.

E. Private or Confidential Student Information

Drivers will be trained in what types of information and student data are considered private or confidential under Minnesota statutes.

F. Student Discipline

1. Creating a positive attitude on the school bus.
2. Oral and visual communications skills between the driver and the passenger.
3. Dealing confidently with a disruptive student.
4. District discipline policy.
5. Developing and enforcing workable rules.
6. Incident report forms.
7. District policy on possession of weapons by a student.
8. District policy on sexual, racial and religions harassment, hazing/violence.
9. District policy on use of tobacco.

G. Human Relations

1. Appropriate driver behavior
2. Sensitivity to a diverse student population.
3. Sensitivity to handicapping conditions.
4. Relations with parents and staff.
5. Working with a special education bus para.

H. Chemical Abuse

1. How alcohol and/or drugs can affect driving skills.
2. Drug testing programs.
3. State and Federal requirements.

I. Evaluation

All drivers will be evaluated for the following competencies at least once annually:

1. Safely operate the type of school bus the driver will be driving.
2. Understand student behavior including issues relating to students with disabilities.
3. Allowing for the 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 situations.
6. Safely load and unload students.

L. TYPE III VEHICLE DRIVEN BY EMPLOYEES WITH A CLASS D DRIVER'S LICENSE

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type 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 pretrip vehicle inspections; and
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in “park” during loading and unloading.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.
 - d. Operators shall submit to a physical examination if required by Minn. Stat.
 - e. The operator’s employer has adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for operator positions and current operators, in accordance with Minn. Stat. § 181.951, Subds. 2, 4, and 5.
 - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the school bus.

- g. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of or has his or her driver’s license revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a Class D driver’s license without a school bus endorsement, may operate a type III vehicle and is exempt from paragraphs VII.C.1.c. (background checks), VII.C.1.d. (physical examination), VII.C.1.e. (drug and alcohol testing), and VII.C.1.f. (annual license verification), above.
 - 4. School District Van Use: An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a Class D driver’s license without a school bus endorsement, wishing to reserve and use the school district van must previously comply with paragraphs L.1.b. (annual training & certification), L.1.c. (background

checks), and L.1. f. (annual license verification), above. The district receptionist will confirm verification prior to reservation or van check out.

M. TYPE A-1 “ACTIVITY” BUSES DRIVEN BY EMPLOYEES WITH CLASS D DRIVER’S LICENSE

1. The holder of a Class D driver’s license, without a school bus endorsement, may NOT operate a type A-I school bus or a Multifunctional School Activity Bus (MFSAB).

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