

## TRANSPORTATION - STUDENT TRANSPORTATION SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety Week

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

#### B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten 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. District policies for ~~school bus safety and~~ student conduct and school bus safety;
  - c. Appropriate conduct while on the school bus;
  - d. The danger zone around the 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 4 weeks of their first day of attendance. ~~-will complete school bus safety training within the time limits prescribed by law. Students enrolled after the initial training will receive student safety training as prescribed by law.~~
3. The school district, ~~charter schools~~, and nonpublic schools 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 Minnesota Statutes section 169.446, subdivision 2.
54. The school district, ~~charter schools~~, 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.
65. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
76. The school district may provide kindergarten students with school bus safety training before the first day of school.

87. The school district shall adopt and make available for public review a curriculum for transportation safety education.
98. ~~Charter schools and nonpublic~~ students transported by the school district will receive school bus safety training by their schools. The ~~charter schools and nonpublic~~ schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the ~~charter schools and nonpublic~~ schools must certify to the school district's school transportation safety ~~manager~~ director that all students enrolled in grades K through 10 have received the appropriate training.

### C. Active Transportation Safety Training

#### 1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
  1. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
  2. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
  3. electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

#### 2. Deadlines

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
- c. Students under subdivision 1, paragraph (a) or (b), who enroll in school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
- d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

#### 3. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a non public school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

## III. ELIGIBLE RIDERS

- A. Independent School District No. 31 School Board shall set School Attendance Boundaries. Boundaries may be changed as needed to respond to imbalances in school enrollments, new housing developments, etc. Transportation will be provided to and from established bus stops and the school according to the following guidelines:
  1. Kindergarten through twelfth grade students who live beyond one mile from school.
  2. The Coordinator of Transportation for safety, hazardous or other reasons may approve transportation for students who live at lesser distances or across school attendance boundaries. (Appendix A)

3. In order to control load counts, students will not be transported on the regular routes for personal reasons such as work, after-school lessons, business locations, etc.
4. In order to control load counts, students will be transported from one pick-up address to one drop-off address. **These locations must be home, daycare or respite care within their school attendance boundary.**

#### IV. OTHER GENERAL RULES

- A. As a general rule, transportation will not be used to balance class sizes between buildings.
- B. Buses shall be required to travel on improved public roads only. An improved, public road, for this purpose, shall be one that is owned and is being maintained by either the township, county or state.
- C. Buses shall not go off the main route to pick up students, unless the distance is one-half mile or more from the patron's property line and it is an improved public road as defined in the above paragraph.
- D. Buses shall not drive on private driveways unless specifically authorized to do so by the Coordinator of Transportation.
- E. Staff members desiring transportation for students will prepare a **requisition request** for school transportation. This includes between building shuttles, modified schedules, field trips, co-curricular activities, etc. The requisition will be forwarded through the appropriate administrative channels sufficiently early to insure arrival in the office of the Coordinator of Transportation at least 5 **business** days prior to the time the transportation is needed.
- F. Students living within the borders of ISD No. 31 attending non-public and charter schools will be provided transportation services as required by law.
- G. Based on safety considerations, the Transportation Safety Director may designate school bus stops where students are not required to cross the street or highway, without activating the pre-warning flashing amber signals, flashing red signals and stop-signal arm, such designated stops shall be listed in Appendix B of this policy.
- H. The Coordinator of Transportation, working with the other district administrators, shall be responsible for scheduling all bus transportation including the determination of routes, bus stops, rules and regulations and all other matters relative to the transportation program.

#### V. STUDENT CONDUCT ON BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on the school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation student conduct and security specialist. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

**The school district school bus safety rules are to be posted on every bus.** If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of ~~Cooperate with~~ the driver.
- b. ~~Stay Sit~~ in your seat facing forward ~~with your feet on the floor~~.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body ~~and objects~~ inside the bus.
- e. Keep your whole body, ~~objects and belongings~~ ~~negative comments~~ to yourself.
- f. No fighting, harassment, intimidation, ~~bullying~~ or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, ~~vapes~~ or drugs.
- i. ~~Do not bring any weapons or dangerous objects on the school bus. Keep all harmful objects off the bus (alcohol, drugs, tobacco, weapons and toys, etc.)~~.
- j. Do not ~~vandalize or~~ damage the school bus or equipment.
- k. Electronic devices may be used without sound or with the use of headphones/earbuds.
- l. The driver has the authority to assign seating on the bus.
- m. Keep the bus clean.

4. Items Not Allowed on School Buses

- a. Animals or insects (unless necessary to assist a person with a disability, i.e., service animal).
- b. Hazardous Materials
- c. School projects such as hammers or fishing spears.
- d. Non Roll-up Sleds
- e. Skis\*
- f. Golf Clubs\*
- g. Baseball Bats\*
- h. Rakes\*
- i. Balloons
- j. External Speakers
- k. Perfumes
- l. Vaping mechanisms, lighters and all other items not permitted on school grounds.

\*Items may be transported if approved as a school district sport or activity. The equipment must fit in your seat with you without creating a safety hazard.

5. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

- (1) Elementary  
1<sup>st</sup> Offense – written warning  
2<sup>nd</sup> Offense – 3 school day suspension from riding the bus  
3<sup>rd</sup> Offense – 5 school day suspension from riding the bus  
4<sup>th</sup> Offense – 10 school day suspension from riding the bus/meeting with parent  
Further Offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

- (2) Middle/High School  
1<sup>st</sup> Offense – written warning  
2<sup>nd</sup> Offense – 5 school day suspension from riding the bus  
3<sup>rd</sup> Offense – 10 school day suspension from riding the bus  
4<sup>th</sup> Offense – 20 school day suspension from riding the bus/meeting with parent  
5<sup>th</sup> Offense – suspended from riding the bus for the remainder of the school year.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time based on the Code of Conduct SBR 700-40-2R and School Weapons Policy 900-30-1. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

## VI. PARENT AND GUARDIAN INVOLVEMENT

### A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

### B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather;
7. Have a plan in case the bus is late;
8. Recognize their responsibility for the actions of their children;
9. Assisting students in understanding safety guidelines and encouraging them to comply;
- ~~10. When appropriate, assisting students in safely crossing local streets before boarding and after leaving the bus;~~
1011. Communicate, in writing to the District School Nurse, any medical condition their student has that may need attention on the school bus (i.e., seizures, bee stings, heart condition);
1112. Notification must be received by the District Registration Office regarding contact information changes such as telephone and address changes.

## VII. GENERAL OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in 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.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, 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 all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. 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.
6. A driver may not operate a district vehicle while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands-free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes section 169.011, subdivision 71. 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.
- ~~7. All routes shall be on file with the school district Coordinator of Transportation.~~
- ~~78.~~ 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.
- ~~89.~~ On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
- ~~940.~~ Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual.
- ~~11. Safety evacuation drills for the student passengers shall be conducted at least once a year.~~
- ~~1042.~~ There shall be no students in the bus while the fuel tank is being filled.
- ~~1143.~~ Buses shall not be run backwards on the 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/flag-person in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
- ~~14. 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.~~
- ~~15. No school bus shall pull any trailer when students are being transported on regular route to or from school.~~
- ~~1246.~~ 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.
- ~~1347.~~ The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with state laws and regulations.

## VIII. DRIVER RESPONSIBILITIES AND DUTIES

- A. Report to work on time, rested and prepared to drive defensively, in an alcohol/drug-free condition.

- B. Perform a daily pre-trip inspection of their vehicle and report any deficiencies to the Transportation Office or maintenance shop.
- C. Perform daily routes as prepared by the Transportation Office and not make any changes without prior approval
- D. Never exceed the vehicle's rated passenger capacity.
- E. Drive defensively and faithfully obey all traffic laws.
- F. Check the passenger compartment of the vehicle after each run for sleeping or hiding children, lost items and vandalism.
- G. Avoid physical contact with passengers at all times unless to prevent injury or harm to themselves or others.
- H. Discharge passengers only at designated stops unless given prior approval from the Transportation Office.
- I. Never dismiss any student when there is doubt about the student's bus stop or personal safety after they exit the bus.
- J. Follow the student discipline procedure established by the School Board and to work with the office on all problems relating to safe transportation of students.
- K. Address all students, parents and school staff with respect and avoid the use of profanity at all times.
- L. Refrain from using tobacco on or near the bus at all times and to remain with the bus during loading and unloading.
- M. Make sure the bus is properly fueled and clean at all times.
- N. No person shall operate a district-owned vehicle while using a cellular telephone whether hand held or hands free while the vehicle is in motion or a part of traffic.
- O. The driver has the authority to assign seating on the bus.
- P. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid Driver's license, without a school bus endorsement, may drive a type III vehicle set for the in Sections VII.B, and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- Q. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- R. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
  7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- S. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- T. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- U. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (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), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## IX. DRIVER RESPONSIBILITIES AND DUTIES ON CO-CURRICULAR TRIPS

While assigned to a co-curricular activity trip, all previously stated duties and responsibilities apply with the addition of the following:

- A. To report to the Transportation Office for a pre-trip inspection at least 15 minutes before your scheduled departure time.

~~B. To be at the disposal of the coach/facilitator of the trip. Following their directions unless they are contrary to state laws, school policy or creates an unsafe environment for the passengers or vehicle.~~

~~BC.~~ If the activity does not require the bus or driver to stay with the group, drop them at the specified site and return to the site at the time requested by the coach/facilitator.

~~CD.~~ To communicate intentions to the coach/facilitator prior to leaving any site (for fuel, meals, etc.). On overnight trips, make sure to communicate to the coach/facilitator your lodging arrangements and how you can be reached.

~~DE.~~ To be ultimately responsible for the safety of the passengers and the condition of the vehicle. Be aware not all coaches/facilitators help control passengers on the trip.

~~EF.~~ To post-trip, fuel, clean and close windows on the bus after each trip. If one or more of these operations cannot be performed, report it to the Transportation supervisor.

~~FG.~~ Check the passenger compartment of the vehicle after each run for sleeping or hiding children, lost items and vandalism.

## X. SCHOOL BUS DRIVER TRAINING

### A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1b., below, by either the school district or the entity from whom such services are contracted by the school district. ~~in accordance with state and federal law.~~

### B. Evaluation

School bus drivers with a class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operates the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## XI. Operating Procedures for District Vehicle Use

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in 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.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, 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 all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. 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.
64. Only authorized persons will be allowed to drive district vehicles.
72. Drivers must be at least 18 years of age, possess a valid Minnesota driver's license and must have full legal name, date of birth and driver's license number on file with the Transportation Office. Driver records of all drivers on file will be checked at least once per year.
83. All drivers must be aware of and follow all laws and rules for the transportation of students.
94. Vehicles will be issued on a first come, first serve basis. Requests should be submitted to the Transportation Department at least five (5) business days in advance of the day of use. Approved written online requests will take precedence over phone calls. Requests should be submitted on the approved forms.
105. A mileage report will be completed by the driver for each trip taken. This report, along with the key, credit card and charge slip must be returned to the Transportation Office when the trip is completed. When the Transportation Office is closed, a lock box is provided at the entrance of the office for the return of the above materials.
116. Unless other arrangements have been made, all vehicles must be returned immediately upon completion of the trip. Noncompliance may result in denial of future requests.
127. The driver is responsible for returning the vehicles with the interior in clean condition. If it is not returned in clean condition, a cleaning charge will be levied against the travel account of the department using the vehicle. In the case of an extremely dirty condition, future request may be denied.
138. A bus driver may not operate a district vehicle while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands-free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph "school bus" has the meaning given in Minnesota Statutes section 169.011, subdivision 71. 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.

## XI. TYPE III VEHICLES

- A.
1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
  2. Type III vehicles must be painted a color other than national school bus yellow.
  3. Type III vehicles shall be state inspected in accordance with legal requirements.
  4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
  5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
  6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
  7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
  8. Type III vehicles must be equipped with mirrors as required by law.
  9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
  10. Any type III vehicle used to transport students must carry emergency equipment including:
    - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
    - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
    - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
  11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III

vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

**B. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement**

1. The holder of a Class A, B, C, or 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;

(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;

- (d) placing the type III vehicle in “park” during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of violating Minnesota Statutes sections 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 Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 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 Minnesota Statutes section 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 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 Minnesota Statutes section 169.451.
3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a sign that reads “Activities” when the bus is being operated under authority of this section.

C. Operating Procedures for Type III Vehicle

- ~~A. Students may be transported in type III vehicles in any situation allowed by state law or rule.~~
- ~~B. The number of passengers must never exceed the rated capacity of the type III vehicle.~~
- AC. Only authorized persons will be allowed to drive district vehicles.
- BD. Driving records of all employees transporting students must meet the state qualifications for type III drivers.
- CE. All drivers must be aware of and follow all laws and rules for the transportation of students.
- ~~F. Vehicles will be issued on a first come, first serve basis. Requests should be submitted to the Transportation Department at least five (5) days in advance of the day of use. Approved written requests will take precedence over phone calls. Requests should be submitted on the approved form.~~
- ~~G. A mileage report will be completed by the driver for each trip taken. This report, along with the key, credit card and charge slip must be returned to the Transportation Office when the trip is completed. When the Transportation Office is closed, a lock box is provided at the east entrance of the office for return of the above materials.~~
- DH. Unless other arrangements have been made, all vehicles must be returned immediately upon completion of the trip. Noncompliance may result in denial of future requests.
- EI. The driver is responsible for returning the vehicles with the interior in clean condition. If it is not returned in clean condition, a cleaning charge will be levied against the travel account of the department using the vehicle. In the case of an extremely dirty condition, future requests may be denied.
- FJ. A driver may not operate a district vehicle while communicating over, or otherwise operating, a cellular phone, whether hand-held or hands-free, when the vehicle is in motion or a part of traffic.

## XII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within **one** (1) month after the effective date of assignment participate in a program of inservice training on the proper methods for dealing with the specific needs and problems of students with disabilities, 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.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the student’s name and address;
  2. the nature of the student’s disability;
  3. emergency health care information; and
  4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

### E. Crisis Response

- a. Fire

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

b. Injuries/Medical Emergencies

~~Drivers will be familiar with first aid procedures.~~ Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the student's names and the name of the hospital where the student is sent.

c. Tornado

If there is likelihood that the 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, to the nearest depression or ditch up wind (towards the storm, away from power lines) of the bus far enough away from the bus so that the bus will not roll over on them. The driver will instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

d. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very 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 any emergency first aid procedures if necessary. The driver must also notify the ~~school district~~ **transportation department** and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the ~~district~~ **transportation department**, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper first aid.
3. Determine facts pertaining to accident.
- ~~4. Call Transportation/District Office to give list of names and circumstances so they can begin calling parents.~~
5. Discuss the accident only with the police and school district officials.
6. Record all students' names **on seating chart found in first aid kit.**
7. Do not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. ~~All bus accidents will be reported to the Department of Public Safety.~~

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 or 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 a weapon that he or 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 communications 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 a radio to contact the dispatcher, **has no access to cellular communications**, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and locations of the school bus, the nature of the emergency and the status of the passengers.

## XII. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## XIII. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The transportation safety director also shall **certify annually** ~~verify~~ **to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes section 171.321, subdivision 4.** **The transportation safety director also shall annually verify** or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director shall also certify to the superintendent that the students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

#### XIV. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

#### XV. LAW ENFORCEMENT INVOLVEMENT AND ACCIDENT INCIDENT REPORT

All incidents of suspected criminal misconduct by students or employees will be reported to the appropriate law enforcement agency. ISD No. 31 recognizes the following law enforcement agencies as principals within our traveled routes: Bemidji Police Department, Beltrami County Sheriff, Hubbard County Sheriff and Red Lake Police Department. In addition, reports will be made to the Department of Public Safety as prescribed by law.

All vehicular accidents involving vehicles whose primary use is for the transportation of students will be reported to the Department of Public Safety in the manner prescribed by law. The Transportation Office will keep complete records of all accidents and investigations.

##### *Legal References:*

Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
**Minn. Stat. § 123B.935 (Active Transportation Safety Training)**  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
**49 C.F.R. § 383.51 (Disqualification of Drivers)**  
**49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)**

##### *Cross References:*

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

### Hazardous Roadways

All students, who live less than 1 mile from the school they are assigned, and face extraordinary traffic hazards on their walk route to school, are eligible for bus service.

Students attending Horace May Elementary School, Northern Elementary School, Solway Elementary School, Gene Dillon Elementary School, Bemidji Middle School, Bemidji High School, will receive transportation services due to high volume of traffic and/or multi-lane roadways.

The following streets in Bemidji for students living less than 1 mile from school, are deemed to be hazardous due to high volume of traffic and/or multi-lane roadways:

Minnesota Hwy 197 (Bemidji Ave N/Paul Bunyan Dr. NW)

1<sup>st</sup> Street E

5<sup>th</sup> Street NE

Lake Ave NE

Lake Ave SE

### Authorized Turn Lane/Shoulder Usage

In accordance with Minnesota Statute 169.443 and Minnesota Rule 7470.1000, the following locations are designated by the Transportation Safety Director as school bus stops where students are not required to cross the street or highway, without activating the pre-warning flashing amber signals, flashing red signals and stop-signal arm. The Transportation Safety Director may, at their discretion, establish emergency/temporary bus stops using the criteria above.

1725 WASHINGTON AVE S  
 1929 WASHINGTON AVE S  
 2029/2031 WASHINGTON AVE S  
 2510 BEMIDJI AVE N  
 2615 WASHINGTON AVE S  
 2815 DIVISION ST W  
 2831 DIVISION ST W  
 51079 US 71  
 51123 US 71  
 902 WASHINGTON AVE S  
 9776 HWY 2 NW  
 9921 HWY 2 NW  
 CENTURY APARTMENTS/1011 WASHINGTON AVE S  
 HOCK HVN NW  
 HWY 2 NW@BRIGHTSTAR RD NW  
 HWY 2 NW@HART LN NW  
 HWY 2 NW@SWISS LN NW  
 HWY 71 NE@DANIELLE LN NE  
 PAUL BUNYAN DR S@GEMMEL AVE SW  
 SOUTHVIEW TERRACE/1018 WASHINGTON AVE S  
 US 2 NW@71<sup>ST</sup> AVE NW  
 WASHINGTON AVE S@PINE GROVE ST SW  
 US 71 @ SOUTH BAY CT  
 28386 US 2  
 28472 US 2  
 8141 US 2 WEST  
 6809 BEMIDJI AVE N  
 US 71 @ 500<sup>th</sup> ST