



STUDENT TRANSPORTATION SAFETY

POLICY:	709
ADOPTED:	10/02/00
REVISED:	01/25/21

I. Purpose

The purpose of this policy is to provide safe transportation for students and to educate students, families, and personnel on the guidelines and responsibilities of student transportation safety.

II. General Statement of Policy

The mission of the school district is to provide safe and responsible transportation for students to and from school and related events. A fair and consistent student transportation policy is necessary to insure safe transportation for all students and personnel.

The district recognizes that transportation is an essential part of the district services to eligible students and families while also recognizing that transportation is a privilege and not a right for these eligible students.

Transportation personnel are expected to treat their passengers with respect, to communicate clearly and concisely, follow all rules and safety guidelines approved by the School Board of District 199, and to be consistent in the performance of their daily schedules.

Passengers are expected to respect the rights of others and follow all rules and safety guidelines.

III. Student Safety

A. Student Training

1. The district provides students 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 student conduct and school bus safety;
 - c. Appropriate conduct while on the bus;
 - d. 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. Students in kindergarten through grade 6 who are (1) transported by school bus and (2) 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.
3. Students in grades 7 through 10 who have not previously received school bus training and are (1) transported by school bus and (2) enrolled during the first or second week of school will receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school.
4. Students in kindergarten through grade 10 who (1) enroll in the district after the second week of school; (2) are transported by school bus, and (3) have not received training in their previous school district will undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
5. Students in kindergarten through grade 3 will receive school bus safety training two times during the school year.
6. The district will conduct a school bus evacuation drill for all student riders at least once during the school year.

B. Parent and Guardian Responsibilities

1. Review the district's Student Bus Rider Responsibilities and Safety Guidelines (Appendix II) with your student(s);
2. Support safe bus riding and walking practices;
3. Recognize students are responsible for their actions;
4. Communicate safety concerns to building administrators;
5. Monitor bus stops, when possible;
6. Have your student(s) to the bus stop five minutes before the bus arrives;
7. Have your student(s) properly dressed for the weather; and
8. Have a plan in case the bus is late.

C. Student Conduct on Buses and Consequences for Misconduct

1. Riding the school bus is a privilege, not a right.

2. The district's student behavior policies, guidelines and rules are in effect for all students on school buses, including nonpublic school students.
 3. Consequences for school bus or bus stop misconduct will be imposed by the district in accordance with the behavior guidelines developed by the district.
 4. Consequences for misconduct may include suspension of bus privileges.
- D. Procedures for Reporting Student Transportation Misconduct
1. Parents or students should report concerns regarding student misconduct to the building principal or the district transportation coordinator. The bus driver will report student misconduct to the Busing Company. .
 2. The Bus Company will report the student misconduct to the Appropriate building administrator.
 3. Misconduct may be reported to local law enforcement in accordance with the district's behavior guidelines and as required by state and federal law.
 4. Records of school bus or bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records.
- E. Bus drivers perform post-trip inspections to check for any students or items left behind.

IV. Emergency Procedures

- A. When possible, a bus driver or his or her supervisor will call "911" or the local emergency phone number in the event of a serious emergency.
- B. A bus driver's main responsibility is the safety and well-being of his or her students.
- C. A bus driver will adhere to the standards set forth in the Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota and transportation department policies regarding emergency situations.
- D. All bus drivers will have basic first-aid kits on hand.
- E. Bus drivers assigned to routes serving students with disabilities are trained on the

proper methods for assisting students with a disability including, but not limited to, assisting disabled students on and off the bus when necessary for their safe ingress and egress from the bus and ensuring that protective safety devices are in use and fastened properly.

- F. Emergency health information is maintained on the school bus for students requiring special transportation services because of their disability. The information includes:
1. Student's name and address;
 2. Nature of the student's disabilities;
 3. Emergency health care information; and
 4. Names and telephone numbers of the student's physician, parents or guardian, or emergency contact.

V. Provision of Transportation

- A. The district will provide transportation to students in accordance with state and federal laws. When transportation is provided, the scheduling of routes, location of bus stops, the manner and method of transportation, control and behavior of the transported students, if fees are assessed, and all other transportation-related matters are in the sole discretion, control, and management of the district.
- B. The district will not provide transportation to students living in their school's non transportation zone. See Appendix I.
- C. Upon the request of a parent or guardian, the district will provide transportation to and from school for all resident students living in a transportation zone as noted in the district's Transportation Routes and Services (Appendix I), except for those students whose transportation privileges have been suspended.
- D. The parent or guardian may designate 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.
- E. Only students assigned to the school bus by the school district are transported by the district. The number of students or other authorized passengers transported in a school bus will not be more than the legal capacity for the bus.

- F. Upon the request of a parent or guardian and depending on bus capacity, the district will provide transportation to a nonresident student within the district borders at the same level of services as the district provides to its resident students.
- G. The district will reasonably accommodate the transportation needs of a student with a disability in accordance with applicable state and federal laws.
- H. The district will provide homeless students with transportation services in accordance with applicable state and federal laws.
- I. The district may charge fees for transportation of students to and from school when authorized by state law. If the district charges fees for transportation, the district must develop guidelines to ensure no student is denied transportation due to inability to pay.
- J. The district may charge reasonable fees for transportation to and from postsecondary institutions for students enrolled under the postsecondary enrollment options program.
- K. The district may require registration for transportation.

VI. Nonpublic School Students

- A. The district will provide equal transportation within the school district for all students to any school when the district deems transportation is necessary because of distance or traffic conditions and as provided in state law.
- B. The district will transport a district-resident, nonpublic-school student to the district boundary where the distance from the nonpublic school student’s residence to the district boundary is the same or less than the district transports its students within the district.
- C. When transportation is provided; the scheduling of routes, the manner and method of transportation, control and discipline of the transported students, and all other transportation-related matters are in the sole discretion, control and management of the district.

VII. Extracurricular Transportation

- A. District administration determines whether to provide transportation for only district sponsored extracurricular activities. This determination includes:
 - 1. The decision to provide transportation;

2. The type, method, and manner of transportation;
 3. The scheduling and coordination of transportation;
 4. All other transportation arrangements and decisions; and
 5. Informing employees involved with extracurricular activities of the arrangements and decisions.
- B. The district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, when attendance is optional.
- C. An employee, who is not an administrator, will not arrange, schedule or coordinate transportation for extracurricular activities, unless specifically directed to and approved by an administrator.
- D. If the district makes no arrangements for extracurricular transportation, participating students must arrange for their own transportation.

VIII. Employee Use of Personal Vehicles

- A. An employee must not use a personal vehicle to transport a student, however, an employee may make appropriate transportation arrangements when emergency situations arise. If an emergency situation arises, the relevant facts and circumstances must be reported to district administration as soon as possible.
- B. Any personal vehicle used to transport students must be properly registered and insured.

IX. Operating Rules and Procedures

- A. School buses are operated in accordance with state and federal laws, procedures contained in the Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota, and transportation department policies.
- B. Diesel Exhaust Fumes
1. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of students to diesel exhaust fumes.
 2. To the extent practical, the district will designate school bus loading and unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

C. Use of Cell Phones or Other Mobile Devices

1. An employee may not operate a district vehicle while using a cellular phone or other mobile device when the vehicle is in motion or students are located on the vehicle, except in the event of a serious emergency.
2. In the event of a serious emergency, the employee must stop the vehicle to operate the cellular phone or other mobile device, unless the serious emergency prevents stopping the vehicle.

X. Qualified Driver of Type III Vehicle (See Appendix V)

- A. A qualified driver of a Type III vehicle must be an employee or agent of the district who possess a Class A, B, C or D license. If the driver does not have a school bus endorsement, the driver must:
1. Be an employee or contracted agent of the district;
 2. Complete annual training and certification; and
 3. Have a background check that satisfies state requirements.
- B. If the qualified driver is not employed by the district solely for providing transportation services to students, the employee is exempt from the following requirements of other district vehicle drivers:
1. Physical examination; and
 2. Pre-employment drug and alcohol testing.

XI. Vehicle Inspection and Maintenance

- A. District vehicles will be maintained in safe operating condition through a systematic, preventive maintenance and inspection program.
- B. All district vehicles are inspected in accordance with state and federal laws.
- C. A copy of the current daily pre-trip inspection report is carried on the bus by the bus driver. Daily pre-trip inspections are maintained for one year. Prompt reports of defects to be immediately corrected will be submitted.
- D. Bus drivers perform daily post-trip inspections to check for any remaining students on the bus and for any vandalism.

XII. Bus Driver Duties and Responsibilities

- A. All district bus drivers receive departmental training and must demonstrate the skills and knowledge to transport students in a safe and legal manner. Bus drivers have the following duties and responsibilities:
1. Safely operate the school bus;
 2. Understand student behavior, including issues related to students with disabilities;
 3. Ensure orderly conduct of students of the bus and handle incidents of misconduct appropriately;
 4. Know and understand relevant laws, rules of the road, and district policies;
 5. Handle emergency situations;
 6. Safely load and unload students;
 7. Perform required inspections; and
 8. Demonstrate proficiency in first-aid and cardiopulmonary resuscitation (CPR) procedures.

XIII. Transportation Coordinator Duties and Responsibilities

The Transportation Coordinator of the district transportation and has the day-to-day responsibility for student safety. The transportation coordinator duties include, but are not limited to:

- A. Implementing district transportation policies, appendices and procedures;
- B. Ensuring district policy and appendices conform with state and federal law;
- C. Reviewing the bus safety training program of each school site to determine that the programs comply with district policy and state law;
- D. Communicating student misconduct to building administrators;
- E. Reporting misconduct occurring on the bus or near loading/unloading areas and causing an immediate and substantial danger to the student or surrounding persons or property to local law enforcement;
- F. Certifying, as required by law, that each bus driver employed by the district has received the required training and that each bus driver has been evaluated and

meets the required bus driver training competencies; and

- G. Determine that district school buses meet the standards and equipment requirements of state law. Any questions regarding student transportation or this policy may be addressed to the district's transportation coordinator.

Legal References: 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 § 169.011 subd. 71(d) (Definition of a School Bus)
Minn. Stat. § 169.454 subd. 13 (Type III Vehicle Standards-Exemption)
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. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
42 U.S.C. § 11432

Cross References: Policy 515 – Protection and Privacy of Student Records
Policy 518 – DNR – DNI Orders
Policy 707 – Transportation of Public Students
Policy 708 – Transportation of Nonpublic Students
Policy 710 – Extracurricular Transportation

Appendix I to Policy 709

TRANSPORTATION ROUTES AND SERVICES

- A. The State of Minnesota currently requires transportation services for students who reside more than 2 miles from school. Inver Grove Heights Community Schools provides transportation to students who live more than 1 mile from the school. Students that attend a school other than their assigned school because of an inter-district transfer or are open enrolled, are not eligible for transportation regardless of the distance to the school. If a student lives in their school's non-transportation zone, they will not receive bus service.
- B. District policy for distance to a stop from home can be up to 0.25 mile for kindergarten students, up to 0.50 mile for elementary students (1-5) and up to 1.0 mile for secondary students (6-12).
- C. A written request must be submitted to transportation services for approval each time a student is to take a bus other than his or her regularly assigned bus.
- D. The buses will run on days that schools are in session and will serve students (1) who participate in scheduled school-sponsored events and (2) who live farther than one mile from the secondary school.
- E. A family in the transportation zone desiring to change or modify their student's assigned bus stop must contact the transportation coordinator. The transportation coordinator will review the request and make a determination based on current district practices.

Appendix II to Policy 709

STUDENT BUS RIDER RESPONSIBILITIES AND SAFETY GUIDELINES

Inver Grove Heights Community Schools is committed to providing a safe and enjoyable riding experience for its bus riders. The district's transportation department is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The district's student bus rider responsibilities and safety guidelines section has been established by the district. Please review this information and discuss it with your student(s). This information is being provided so that your student(s) will clearly understand bus behavior expectations. Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

Bus Schedules

Bus schedules are provided in mid-August. In the event there is a question about the bus route, please contact Safe-Way Bus Company, (651) 451-1375, or the District Transportation Coordinator at 651-306-7095. In the event a route change is requested that may impact other riders, you will be asked to complete a Pickup and Dropoff Form. The transportation department reviews all requests to make appropriate changes. These forms are available on our website.

Student Safety Training

All students will receive school bus safety training and testing in the fall. This training and testing is in compliance with state law. The training and testing will be completed within the first three weeks of school for grades K-6, and within the first six weeks for students in grades 7-10 only if they did not receive training while enrolled in kindergarten through sixth grade. In addition, many schools complete a number of ongoing bus safety education sessions throughout the school year.

School Bus Passenger Safety Guidelines

1. Follow the direction of the bus driver.
2. Stay out of the danger zones outside of the bus.
3. Remain seated in your seat.
4. Keep your hands, feet, and all objects to yourself.
5. No fighting, loud behavior or inappropriate language.
6. Do not eat or drink on the bus.
7. Do not possess/use prohibited chemicals or substances.
8. Do not bring any weapons or dangerous objects on the bus.
9. Do not damage the bus.

School Bus Passenger Rules at the Bus Stop

1. Get to the bus stop five minutes before your scheduled pick-up time.
2. Respect the property of others while waiting at your stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.

5. Stay away from the street, road, or highway while waiting for the bus whenever possible.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you.
9. Be aware of suspicious individuals on foot or in motor vehicles.
10. If you miss the bus, do not accept rides from strangers.
11. No fighting, harassment, intimidation, or horseplay.
12. No use of alcohol, tobacco, or drugs.

School Bus Passenger Rules on the Bus

1. Wait until the bus has stopped and the door is open before walking toward the bus.
2. Move immediately to a seat without crowding, shoving or disturbing or stopping to talk to others.
3. Immediately follow the direction of the driver.
4. Sit in your seat, facing forward.
5. Make room for others needing a seat.
6. Talk quietly and use appropriate language.
7. Keep all parts of your body in the bus.
8. Keep your arms, legs, and belongings to yourself.
9. No fighting, harassment, intimidation, or horseplay.
10. Do not throw any objects.
11. No eating, drinking, or use of tobacco or drugs.
12. Do not bring any weapons, cigarette lighters, or other dangerous objects on the bus.
13. Avoid any kind of behavior that could damage the bus.
14. No tampering with the bus radio, controls or equipment.
15. Encourage other passengers to follow bus safety rules.

School Bus Passenger Behavior Intervention for Transportation Misconduct

First Warning: Verbal warning from bus driver which may result in seat assignment.

First Referral: Conduct report issued, conference with student and principal, parent notified, and possible detention.

Second Referral: Conduct report issued, conference with student and principal, parent notified, possible detention, and/or one to five (1-5) day suspension of bus riding privileges.

Third Referral: Conduct report issued, parent notified, and possible suspension of riding privileges for up to the full school year. Conference with student, principal and parents, transportation representative upon request of school administration.

The following are examples of serious behaviors which may result in an automatic suspension of riding privileges for the full school year:

1. Use of tobacco, alcohol, illegal drugs; fighting, or spitting.
2. Threat, harm, or harassment of any person(s) on the school bus
3. Possession or use of any dangerous objects (knives, guns, lighters, etc.)
4. Vandalism to bus
5. Defying the bus driver
6. Unauthorized exit from any emergency exit
7. Throwing articles in and out of the school bus
8. Body parts hanging out the window

Appendix III to Policy 709
TRANSPORTATION MISCONDUCT REPORT

Student's Name _____ School _____ Grade _____
Driver's Name _____ Date _____ Route _____

Dear Parent/Guardian:

In order to guarantee your student and other students riding the bus the safe transportation they deserve, we are utilizing the following behavior intervention plan for transportation misconduct:

Our philosophy: All students are expected to behave appropriately and safely while riding on a school bus. Unsafe behavior prevents drivers from doing their job and other students from having safe transportation.

Your student has chosen to violate the following rule(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> Violation of safety procedures | <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Hanging out bus window |
| <input type="checkbox"/> Improper boarding, departing | <input type="checkbox"/> Defiance | <input type="checkbox"/> Rudeness/disrespect |
| <input type="checkbox"/> Improper bus stop procedures | <input type="checkbox"/> Fighting | <input type="checkbox"/> Failure to remain seated |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Physical abuse | <input type="checkbox"/> Excessive noise |
| <input type="checkbox"/> Verbal abuse, profanity | <input type="checkbox"/> Riding unassigned bus | <input type="checkbox"/> Inappropriate gestures |
| <input type="checkbox"/> Vandalism, property destruction | <input type="checkbox"/> Eating or drinking on bus | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Smoking on bus | <input type="checkbox"/> Throwing objects | <input type="checkbox"/> Possession/use of dangerous objects |
| <input type="checkbox"/> Possession/ use of prohibited substance | <input type="checkbox"/> Other | |

If a student chooses to break a rule, the following consequence is applied:

First Warning: Verbal warning from bus driver which may result in seat assignment.

First Referral: Conduct report issued, conference with student and principal, parent notified, and possible detention.

Second Referral: Conduct report issued, conference with student and principal, parent notified, possible detention, and/or one to five (1-5) day suspension of bus riding privileges.

Third Referral: Conduct report issued, parent notified, and possible suspension of riding privileges for up to the full school year. Conference with student, principal and parents, transportation representative upon request of school administration.

The following are examples of serious behaviors, which may result in an automatic suspension of riding privileges for the full school year:

- Use of tobacco, alcohol, illegal drugs, fighting, hitting, biting, or spitting
- Threat, harm or harassment of any person(s) on the school bus
- Possession or use of any dangerous objects (knives, guns, lighters, etc.)
- Vandalism to bus
- Defying the bus driver
- Unauthorized exit from any emergency exit
- Throwing articles in and out of the school bus
- Body parts hanging out of the window

Driver's comments:

School action taken:

Suspension or Transportation Date

Signature of School Official

Date

BUS DRIVER QUALIFICATIONS, RESPONSIBILITIES AND TRAINING

I. Qualifications

School bus drivers must 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 forth by this policy and its appendices.

The district will conduct mandatory drug and alcohol testing of all bus drivers and bus driver applicants in accordance with state and federal law.

II. Bus Driver Responsibilities

A. General Operating Rules

1. School buses must be operated in accordance with state traffic and school bus safety laws; the procedures contained in the Minnesota School Bus Driver's Handbook: A Guide to Safe School Bus Transportation in Minnesota; and transportation department policies.
2. A bus driver's main responsibility is the safety and well-being of his or her students.
3. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of students to diesel exhaust fumes.
4. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone or personal mobile device 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 defined by state statute. 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.

B. Other Responsibilities

1. Daily pre-trip and post-trip inspections are performed by the bus driver. Bus drivers must perform post-trip inspections to check for any riders or items left behind after each route or trip.

2. The bus driver will ensure no bus rider is allowed to stand when the bus is in motion.
3. The bus driver will ensure no bus rider is in the aisle or on the loading door step while the bus is in motion.
4. The bus driver must wear a seat belt at all times whenever the bus is in motion, regardless of whether riders are on board.
5. The bus driver must follow all railroad crossing procedures in accordance with state and federal law.
6. The bus driver will adjust the speed of the bus as conditions warrant. These conditions may include traffic, road conditions, and/or weather.
7. The bus driver will never move a bus with the loading door open.
8. The bus driver must ensure that the emergency door and aisle are free from objects.
9. The bus driver will follow district loading and unloading procedures. When loading or unloading students at school, the driver will pull up to the bus in front as close as possible to ensure that students do not walk between buses. Bus drivers must give greater priority to the loading and unloading procedure than to distractions inside the bus.

a. Loading Procedures

- i. Activate the amber eight-way lights 300 feet prior to stopping, if over 35 mph, and 100 feet, if under 35 mph, before stopping to warn other vehicles that the bus is going to stop in the lane of traffic. Slow gradually and stop in the roadway. If students start to move towards the bus, stop moving. Check rear view mirror.
- ii. Put the gear shift in neutral. Open the service door a crack to turn on the alternately flashing red lights and activate the stop arm. Make sure traffic is stopped.
- iii. Open the loading door, greet students, and motion them to board the bus. Count the students as you pull up and make sure that the same number board the bus.
- iv. Students who must cross the road should cross at least ten feet

in front of the bus, after being signaled by the driver that it is safe to do so. A long, steady blast of the horn will be used as a warning to students that it is not safe to cross.

- v. When all students are loaded, check the rearview mirror to make sure everyone is seated. Start the bus in motion only after all students are properly seated.

b. Unloading Procedures

- i. Activate the amber eight-way lights 300 feet prior to stopping, if over 35 mph, and 100 feet, if under 35 mph. Stop in the traffic lane away from the curb and 10 feet before an intersection. Check the rearview mirror.
- ii. Put the gear shift in neutral. Check to make sure that all traffic is coming to a stop. Make sure all students remain seated until the bus has stopped completely.
- iii. Open the service door a crack to turn on the alternately flashing red lights and activate the stop arm. Make sure traffic is stopped.
- iv. Make another visual and mirror check to make sure that all traffic has come to a stop, then open the door and allow the students to exit the bus.
- v. Count all students as they exit the bus. If you have a large number of students exiting at a stop, look to see what the last student going down the steps is wearing, and watch that student. When that student is safely away from the bus, the remaining students should be also. Students should walk away from the bus and not go toward the rear of the bus. Students who must cross the road should move out ten feet in front of the bus, make eye contact with the driver, and wait for the driver to signal that it is safe to cross. A long steady blast of the horn will be used as a warning to students that it is not safe to cross.
- vi. Visually check the location of all students outside the bus again before setting the bus into motion. Before accelerating, check the crossover mirror one last time.
- vii. Close the loading door and allow traffic to proceed. Slowly pull

away from the stop. Keep checking the mirrors until out of the danger zone. Once out of the danger zone, a bus driver can accelerate to a normal speed and continue on to the next stop.

10. When coming to a stop behind other vehicles, the bus driver will stay back far enough to visually see the rear tires of the vehicle in front of the bus.
11. When a stop light turns green, the bus driver will wait two seconds, look left and then right to ensure traffic is stopped before accelerating the bus through the intersections.
12. All bus drivers must submit prompt reports of defects that need to be corrected.

C. Emergency Situations

1. Handling Accidents

A bus driver must take the following actions after an accident:

- a. Call the transportation department office immediately.
- b. Report the following information:
 - i. Bus number;
 - ii. Location (Specific streets and cross streets);
 - iii. Who is involved and what kind of assistance is needed (e.g., police, fire, ambulance). Police will be called to every accident; and
 - iv. Number of students on board, from which school, if there are any injuries.
- c. Procedure to follow after reporting the accident:
 - i. Turn off engine. Leave ignition on so two-way radio can be used.
 - ii. Activate four-way hazard lights. Turn off eight-way master switch. Set the parking brake.
 - iii. Check each passenger again for injuries. Check for injuries outside of the bus. Update base as to any new information.
 - iv. Keep all passengers inside the bus unless there is obvious danger of fire, such as a fuel spill or a traffic hazard, which might contribute to a second accident. If evacuation is necessary, take passengers at least 100 feet away

- from the bus to safety and keep them in a group.
- v. Place triangles to warn other traffic. Place one triangle in front, 100 feet from the bus. Place two triangles in back, one 50 feet from the left tire and parallel to the side of the bus, and the other 50 feet behind the first one.
 - vi. Take names and telephone numbers of all riders who were inside the bus at the time of the accident.
 - vii. If an accident happens on a field trip after 4:15 p.m. when the transportation department is closed, follow the same procedures and, as soon as possible, notify someone from the transportation department of the accident using the emergency numbers provided.
 - viii. Do not move the bus unless a law enforcement officer advises otherwise. If there is something mechanically wrong, do not move the bus until the mechanic arrives.
 - ix. Get the name, address, telephone number and insurance information of the other driver involved.
 - x. Complete all accident reports required by the transportation department and state law, if necessary.

2. Severe Weather or Tornadoes

It will be the driver's responsibility in severe weather to see that the students on the bus get off at their regular stops, if safe. If the bus stop is far from home, the driver should be sure the student will be able to walk home safely. If the civil defense siren is sounding and the bus is at or close to the school, the driver should return to school and the students should use the school as a place of shelter. If the bus is on the road and the civil defense siren is sounded, the driver should immediately pull the bus over in a safe spot. If a tornado is spotted, the bus driver must guide the students in exiting the bus and seeking cover immediately in a nearby building or low area.

3. Fire

In the event of a fire, the first priority is to evacuate the bus. Bus drivers will make certain that riders are safe before attempting to put out the fire.

4. Injuries/Medical Emergencies

Bus drivers will be familiar with first aid and CPR 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, the driver will record the student's name and the name of the hospital where the student is taken.

5. Cold Weather Stop

If a bus driver is stuck in snow or stalled in cold weather, the driver should call for assistance and wait for help. The bus 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 or ventilation, and check riders frequently for headaches or drowsiness.

6. Dangerous Weapon

If a bus driver observes or learns that a rider may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using the 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.

D. Traffic Violations or Criminal Offenses

1. A school bus driver who has a commercial driver's license and who is convicted of (1) a criminal offense; (2) a serious traffic violation, or (3) violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, will notify the Minnesota Division of Driver and Vehicle Services of the conviction within 30 days of the conviction and notify the district within five days of the conviction.

For purposes of the above paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

- a. Excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 - b. Reckless driving;
 - c. Improper or erratic traffic lane changes;
 - d. Following the vehicle ahead too closely;
 - e. A violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident; or
 - f. Driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
2. A school bus driver who has (1) a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction; and (2) who loses the right to operate or disqualified from operating a commercial vehicle for any period will notify the district of the suspension, revocation, cancellation, lost privilege, or disqualification. The

driver will notify the district before the end of the business day following the day the driver received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification to the district must be provided to the transportation coordinator in writing.

3. An employee who operates a Type III vehicle and who sustains a conviction as described in paragraph C must report the conviction to the person's employer within five days of the date of the conviction. The notification to the district must be provided to the transportation coordinator in writing. This provision does not apply to a school district employee whose normal duties do not include operating a Type III vehicle.
4. A bus driver or an employee who operates a Type II vehicle must report to the transportation coordinator all traffic violations tickets received from a police officer within five days of receipt.

III. School Bus Driver Training and Evaluation

A. Orientation

All new school bus drivers are provided with pre-service training, including in vehicle (actual driving) instruction, before transporting students and will meet the competency testing specified in state law and policy.

B. Annual In-Service Training

All school bus drivers will receive in-service training annually. The school district will retain on file record of this training. All bus drivers operating a Type III vehicle will be provided with annual training and certification as set forth in state law and policy. Annual training and certification include, but are not limited to:

1. Safe operation of district vehicles;
2. Understanding student behavior, including issues relating to serving students with disabilities;
3. Encouraging orderly conduct of students on the bus;
4. Handling incidents of student misconduct;
5. Knowing and understanding relevant laws, rules of the road, and district policies;
6. Handling emergency situations;
7. Proper use of seat belts and child safety restraints; and
8. Performance of pre-trip inspections.

Bus drivers will be trained in accordance with the transportation department's plan

(see the district's bus driver manual). The bus driver manual defines the requirements, duties and procedures to be followed by all bus drivers employed by the district. Each driver will receive a copy of the manual, and a copy will be available in each school, the district office, and the transportation office.

C. Other Required Training

All school bus drivers are required to successfully complete the following annual training:

1. Rules and Procedures
2. Cardiopulmonary Resuscitation (CPR)
3. First Aid

All drivers will also be required to successfully complete an annual driver's evaluation to determine that the driver meets the requirements of state law.

D. 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 operate 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.

Appendix V to Policy 709

TYPE III VEHICLES

I. Type III Vehicle Requirements

- A. Type III vehicles are restricted to passenger cars, SUVs, 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.
- B. Type III vehicles must be painted a color other than national school bus yellow.
- C. Type III vehicles must be state inspected in accordance with legal requirements.
- D. A Type III vehicle cannot be more than 12 years old unless excepted by state and federal law.
- E. If a Type III vehicle is school district owned, the 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.
- F. A Type III vehicle must not be outwardly equipped and identified as a type A, B, C or D bus.
- G. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
- H. Type III vehicles must be equipped with mirrors as required by law.
- I. 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.
- J. Any Type III vehicle used to transport students must carry emergency equipment including:
 - 1. 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.

2. First aid kit and body fluids cleanup kit. A minimum of a ten-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.
3. A Type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot-type" flares are not allowed.
4. 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.
5. The Type III vehicle must bear a current certificate of inspection issued under state law.

II. Type III Vehicle Driven by Employees with a Class D Driver's License

- A. 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.
- B. 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:
 1. The operator is an employee of the district.
 2. The district has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - a. safe operation of a Type III vehicle;
 - b. understanding student behavior, including issues relating to students with disabilities;
 - c. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - d. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - e. handling emergency situations;

- f. proper use of seat belts and child safety restraints;
 - g. performance of pre-trip vehicle inspections; and
 - h. safe loading and unloading of students, including, but not limited to:
 - i. 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;
 - ii. 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;
 - iii. 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
 - iv. placing the Type III vehicle in “park” during loading and Unloading.
 - i. A background check has been conducted in accordance with district policy.
 - j. The Type III driver will submit to a physical examination as required by state law.
 - k. The district has adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for Type III driver positions and current drivers, in accordance with state and federal law.
3. The Type III driver’s license is verified annually by the district.
 4. 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.
 5. 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.
 6. 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.

7. Students riding the Type III vehicle must have training required under state law.
 8. Documentation of meeting the requirements listed in this section must be maintained under a separate file for each Type III vehicle operator. The district is responsible for maintaining these files for inspection.
- B. A Type III driver employed by the 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 the (1) physical examination requirement; (2) drug and alcohol testing requirement; and (3) the annual license verification requirement.

All other requirements are in full force and effect.