



3546

Bus Equipment and Drivers

Policy 3546

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Review Dates:

I. PURPOSE

The safety and security of students while being transported by district owned or a contracted busing service are primary concerns of the District. The purpose of this policy is to establish the commitment to safe buses for students and staff transported by the District.

II. GENERAL STATEMENT OF POLICY

- A. All school buses owned and operated by the District shall conform to the requirements established by Minnesota law for school buses.
- B. Any school buses contracted by the District shall conform to requirements established by Minnesota law for school buses.
- C. All school bus drivers, whether district employees or provided through contracted services, shall be fully licensed and qualified as required by law and district rules.
- D. Contracts with busing companies for field trips shall be with duly licensed bus companies that conform to state standards for common carriers and driver licensure.
- E. The Superintendent or Superintendent's designee shall cause all certifications, licenses, records of accidents, mechanical failures, maintenance inspections and repairs made to all vehicles subject to this policy.
- F. The Superintendent or Superintendent's designee shall cause records of all licenses, training records and required physical examinations of drivers to be maintained.
- G. Bus Drivers who are 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 shall report such conviction to their supervisor as soon as possible after being notified of the conviction.
- H. Bus drivers who have their driving license suspended, revoked or cancelled by the State of Minnesota or any other state or jurisdiction or who lose the right to operate a vehicle for any period or who are disqualified from operating a commercial motor vehicle for any period shall notify the driver's employer of the suspension, revocation, cancellation, lost privilege or disqualification by the end of the business day on which notification is received, or on the first business day after notification if it is received on a non-business day.



III. TYPE III VEHICLES

- A. 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.
- B. The District shall not generally transport students with a Type III vehicle. Students are also not generally transported by the district in privately owned Type III vehicles. Only emergency, unscheduled transportation of students may be conducted in vehicles with a seating capacity of ten or fewer without meeting the statutory requirements for a Type III vehicle. If transporting students a Type III vehicle driver shall load and unload students only from a parked position that does not require the student to cross a street, except where not possible or impractical, in which event the driver or an adult assistant must escort the student across the street.
- C. All drivers of Type III vehicles shall be licensed drivers and must be familiar with the use of required emergency equipment. The District shall not knowingly allow a person to operate a Type III vehicle to transport students if the person has been convicted of an offense that disqualifies the person from operating a school bus. All drivers of district owned or contracted Type III vehicles used to transport students shall be trained and certified according to the requirements of law.
- D. Type III vehicles owned by the district shall be equipped with child passenger restraints, and child passenger restraints in them shall be used to the extent required by law.
- E. Type III vehicles owned by the district shall:
 - 1. be painted a color other than national school bus yellow;
 - 2. be state inspected to comply with state requirements, and bear the current year's certificate of inspection issued by the state.
 - 3. be twelve years old (12) or less, unless exempted by law;
 - 4. have the name of the district clearly marked on the side of the vehicle;
 - 5. have the required mirrors;
 - 6. not have the phrase "school bus" in any location visible to a motorist;
- F. carry the required fire extinguisher, first aid kit and body fluids cleanup kit, clearly marked and located as required by law.



- G. Type III vehicles and their drivers contracted by the district shall meet all requirements of law as to equipment and qualifications.

IV. VEHICLE MAINTENANCE STANDARDS

- A. All district bus equipment shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the Superintendent, or Superintendent's designee.
- B. All district vehicles shall be state inspected as required by law.
- C. Bus Drivers shall be trained to report any safety or operational concerns regarding the vehicles assigned or used by them on forms or in the manner approved by the Transportation Department.

V. REQUIRED INSPECTIONS BY DRIVERS

- A. Post-trip inspections shall be performed by the driver to check for any children or lost items remaining on the bus or for vandalism that has occurred during the trip.
 - 1. Drivers shall follow Transportation department rules regarding security and reporting of children remaining on the bus after the run has been completed.
 - 2. Drivers shall follow Transportation Department rules regarding securing lost property found during post-trip inspections.
 - 3. Drivers shall follow Transportation Department rules regarding reporting of vandalism discovered during inspections.
- B. Pre-trip inspections as required by the Transportation department shall be performed by the driver to assess the readiness of the vehicle to perform properly.

VI. RESPONSIBILITY

- A. The Superintendent may promulgate regulations to implement this policy.
- B. The Superintendent, or Superintendent's designee, may establish specific qualifications including required training for bus drivers for both district employees and contracted services.
- C. The Superintendent or Superintendent's designee may establish specifications for transportation equipment that exceed those required by Minnesota law.



Legal References:

Minn. Stat. §123B.88 (Independent School Districts: Transportation)

Minn. Stat. §169.4501 (School Bus Equipment Standards)

Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)

Cross References:

MPS Policy 3545 (Transportation)

MPS Policy 3548 (Bus Safety)

MPS Policy 4026 (Transportation Employees: Drug and Alcohol Testing)