



Detroit Lakes Public Schools

Type III School Bus

Online Training



**Print this page and answer the questions as you go through the training.
Afterward, fill in your name, date the form, and forward it via inter-school mail to the
Transportation Department at the District Office. *Thank You.***

The maximum number of passengers in a Type III vehicle, including the driver, is:

☐ 4 ☐ 10

☐ 9 ☐ 15

A Type III driver has 10 days to notify his/her employer if he/she is convicted of which of these:

☐ DWI ☐ Moving violation

☐ Disqualifying offenses ☐ All of the above

Texting, whether personal or business, is not allowed while operating a Type III vehicle.

☐ True ☐ False

Laws regarding seat belt laws in passenger vehicles does not apply to Type III vehicles.

☐ True ☐ False

If a student is under 4 feet 9 inches tall, at what age is the student no longer be required to be transported in a booster seat?

☐ 7 years old ☐ 8 years old ☐ 9 years old ☐ 10 years old

Mark all that are acceptable loading/unloading locations for Type III vehicles:

☐ Along a curb ☐ Non-traffic side of roadway

☐ In the lane of traffic, with hazard lights on ☐ Driveway/designated loading area

What is the legal alcohol limit for a person while driving a Type III vehicle?

☐ 0.0 (zero tolerance) ☐ 0.04 (CDL limit) ☐ 0.08 (Over 21 MN limit)

In the case of an accident, the MN State Patrol must be called if:

☐ Someone dies due to the accident ☐ One or both of the vehicles must be towed

☐ Someone has injuries and requires an ambulance ☐ All of the above

I have read the entire online training and agree to its contents. 2023-24

PRINT NAME: _____ **SIGN NAME :** _____ **DATE:** _____

DISCLAIMER

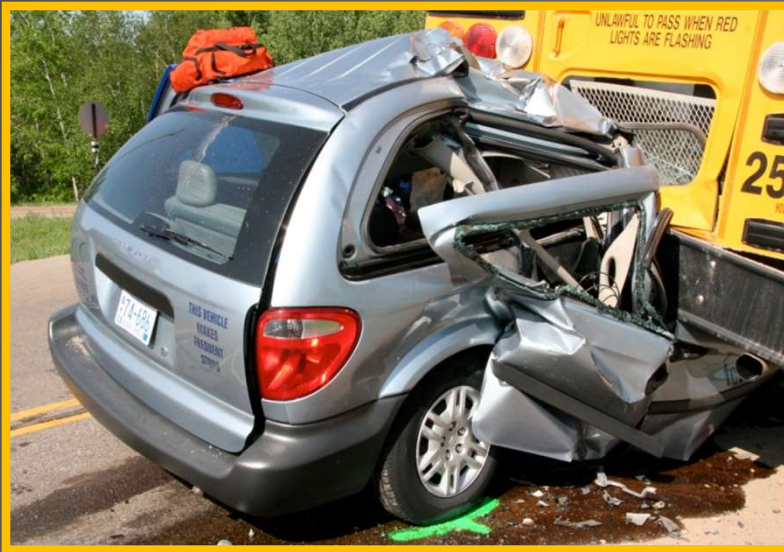
While every effort has been made to assure the information provided here is complete and accurate; it is not intended to take the place of published rules, statutes or regulations concerning school bus operations in Minnesota. The contents may not be relied upon as a substitute for the most current official text or information.

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Your individual school district or bus contractor's policies may be more restrictive than the minimum requirements set forth by the State of Minnesota and must be followed as directed.

THIS CANNOT BE ALLOWED TO HAPPEN AGAIN!



On May 17, 2007 at 4:05 pm this Type III school bus (van) slammed into the rear of a stopped school bus making a bus stop at a student's home. The Type III driver and the 14 year female student passenger were both killed in the crash.

WHAT IS A TYPE III SCHOOL BUS ?

Type III school buses are restricted to passenger cars, station wagons, vans, SUV's and buses having a maximum manufacturer's rated seating capacity of ten or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. The vehicle may not be more than twelve years old.



ANNUAL REQUIREMENTS

- Training on proper operation of a Type III school bus
- Behind the wheel evaluation
- Pre-trip evaluation
- School bus driver evaluator certification
- Annual Driver License Status Verification
MS 171.02 sub. 2b (g)

TYPE III SCHOOL BUS LEGISLATION

MN Statute 171.02, Subd. 2b

At a minimum a Type III school bus driver must receive training and instruction in the;

- (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 pre trip vehicle inspections; and
- (8) safe loading and unloading of students.

SECTION 1: Safe Operation of a Type III Vehicle

- Ensure you are well rested before driving
- Always practice defensive driving skills
- Follow all state and federal laws governing vehicle operations
- Maintain a safe following distance based on traffic and road conditions
- When passing adhere to pavement markings, signage and applicable laws
- Yield right of way to pedestrians as required
- Never use an unsafe vehicle (pre-trip violations, etc.)
- Know how to operate all equipment on the vehicle
- Students **cannot** be on board while vehicle is getting re-fueled
- All students must be in the vehicle before backing

SECTION 1: Safe Operation of a Type III Vehicle

The Smith System of Defensive Driving is a series of driving techniques that reduce the likelihood of being involved in a crash. Five keys to space cushion driving:

1. Aim high in steering.
 - Look further ahead to identify changing traffic conditions.
2. Get the big picture.
 - Traffic conditions continually change, look around and be prepared.
3. Keep your eyes moving.
 - Scan traffic and mirrors, don't focus or concentrate on just what's ahead.
4. Leave yourself an out.
 - Maintain a safe following distance and adjust your driving as traffic conditions change. Be aware of the space cushions around your vehicle in case you have to take evasive action.
5. Make sure they see you.
 - Turn lights on for safety and maintain good lane position.

SECTION 2: Student Behavior

ISSUES RELATING TO STUDENTS WITH DISABILITIES

- There are different types of disabilities you will need to be aware of based on the student(s) being transported. Your employer must provide you this training.
- Special needs students may not fully understand all the safety rules necessary for their safe ride which presents challenges to you as a driver.
- If the regular transportation routine is changed some special needs students will not understand and may act out.
- Many questions you have regarding a particular student's special needs may best be answered by their parent, guardian, caregiver or teacher.
- Seat assignments may be needed in some cases.
- Always make sure special equipment is properly secured e.g. crutches, oxygen, adaptive walkers, wheelchairs, etc.



MAINTAINING ORDERLY CONDUCT

Control behavior by communicating the rules

- Always put safety first for all students that ride your Type III school bus
- Stay seated
- Stay buckled up
- Face forward
- Do not distract the driver
- Deal with misconduct by pulling over if necessary, controlling the behavior then proceeding
- Do not allow bad behavior to go unchecked, know your district/company policy and ask for help if necessary
- **All breaches of discipline must be reported by the driver to the authorized person.**



SECTION 3: Understanding Laws & Policies Regarding Type III Driving

There are many laws that govern operations of Type III school buses; basic traffic law, distracted driving, cell phone use, seat belt use, obey speed limits and all other traffic laws.

Many other rules, regulations and laws governing Type III school buses are located within different sections of Minnesota State laws, please consult with your district or private contractor for additional information

PHYSICAL EXAMINATION OF DRIVER

MN Statute 171.321, Subd. 2b (e)

Only Type III school bus drivers who are **hired solely** to operate a Type III school bus are required to submit to a physical examination.

If you are required to submit to a physical exam, you **must** carry the physical examination card with you while operating a Type III school bus as this will be the only proof of your physical qualification.

DRIVER'S LICENSE VERIFICATION

MN Statute 171.321, Subd. 2b (g)

The employer is required to annual verify that the all Type III driver's licenses are valid.

VIOLATION DISCLOSURES

MN Statute 171.02, Subd. 2b, (k)

Type III school bus drivers are required to notify their employer if they are convicted, even if while driving a personal vehicle, of the following:

- DWI
- Disqualifying offenses
- Moving violations

The employee is required to disclose to the employer in writing within ten (10) days if convicted of any of the above violations. (See form on next page)

**Type III School Bus Driver
Notification to Employer
Of
Violation**

Alcohol Related Offense (Minnesota Statute 169A)
Disqualifying Offense (Minnesota Statute 171.3215 sub 1)
Moving Violation (Minnesota Statute 169)

Minnesota Statute 171.02 sub 2b

An operator who sustains a conviction as describe in 171.02 sub 2b paragraph (h), (i) or (j) while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer(s) in writing within 10 days of such conviction.

DRIVER NAME (First Name, MI, Last Name)

STATE

DRIVER'S LICENSE NUMBER

DID THE VIOLATION HAPPEN IN A CMV?

☐ YES

☐ NO

DATE OF CONVICTION

LOCATION OF OFFENSE

CITY

STATE

DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION,
OR CANCELLATION OF DRIVING PRIVILEGES:

DATE

SIGNATURE OF DRIVER

DISQUALIFICATION / LOSS OF PRIVILEGES

MN Statute 171.02, Subd. 2b, (j)

A person who sustains a conviction of a moving offense, including those occurring in a personal vehicle, in violation of chapter 169 within three years of the first of three other moving offenses is precluded from operating a Type III school bus for one year from the date of the last conviction.

Example:

Mr. Driver receives the following moving violation convictions:

02-10-2020	Speed
11-21-2020	Speed
03-31-2021	Speed
05-10-2023	Disobey sign (triggering conviction)

Mr. Driver loses his Type III driving privileges for one (1) year from the last conviction, and will not be eligible for reinstatement until 05-11-2024.

DISQUALIFICATION / LOSS OF PRIVILEGES

MN Statute 171.02, Subd. 2b, (h): Drinking While Intoxicated
(DWI)

With regards to DWI convictions, drivers of Type III school buses are subject to the same set of standards adopted for regular school bus drivers holding a commercial driver license (CDL).

Convictions of any DWI laws, including those occurring in a personal vehicle, will automatically result in a five (5) year disqualification of your Type III school bus driving privilege.

DISQUALIFICATION / LOSS OF PRIVILEGES

MN Statute 171.02, Subd. 2b, (i): Permanent Disqualification

No person will be allowed to drive a Type III vehicle who has been convicted of any of the following:

- 1) Any felony offense
- 2) Any misdemeanor, gross misdemeanor, or felony violation of chapter 152
 - a) *Chapter 152: Drugs, Controlled Substances*
- 3) Any violation under section 609.3451; 609.746, Subd. 1; 617.23; 617.246; 617.247; or 617.293
 - a) *609.3451...Criminal sexual conduct in the fifth degree*
 - b) *609.746, Subd. 1...Interference with privacy/Surreptitious intrusion; observation device*
 - c) *617.23...Indecent exposure; penalties*
 - d) *617.246...Use of minors in sexual performance prohibited*
 - e) *617.247...Possession of pornographic work involving minors*
 - f) *617.293...Harmful materials; dissemination and display to minor prohibited*
- 4) While driving, operating, or being in physical control of a school bus or a Head Start bus, whether in your resident state or another state

CRIMINAL BACKGROUND

INVESTIGATIONS

MN Statute 171.02, Subd. 2b, (d)

All Type III school bus operators are subject to an initial background check (BGC) or background investigation of the operator that meets the requirements under section:

- 122A.18, subdivision 8 or 123B.03: school district employees
- 144.057 or chapter 245C: day care employees
- 171.321, subdivision 3: all other persons operating a type A or Type III school bus under this subdivision.

ISD #22 employees are required to have a BGC when they are hired, so no other BGC is required. If an employee was hired before this was a requirement, a BGC will be done at the expense of the school district.

CONTROLLED SUBSTANCE AND ALCOHOL

TESTING

MN Statute 171.02, Subd. 2b, (f)

MS 181.951 Authorized Drug and Alcohol Testing

Drivers operating a Type III school bus may be subject to controlled substance / alcohol testing by your employer if the operator's employer has adopted and implemented a policy that provides for mandatory drug and alcohol testing of applicants for operator positions and current operators, in accordance with section 181.951;

- Subd. 2. Job applicant testing
- Subd. 4. Random testing
- Subd. 5. Reasonable suspicion testing

For ISD #22 policies regarding this topic, see Board Policy Manual located on the District's website: Policy #416 "Drug and Alcohol Testing", Section IV.

PERSONAL CELL PHONE USE

PROHIBITED

MN Statute 169.443, Subd. 9

A school bus driver may not operate a school bus or Type III school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when in motion or part of traffic.

ABSOLUTELY NO TEXTING
IS ALLOWED WHILE OPERATING
A TYPE III VEHICLE!

If the driver must read/send a text message,
the driver should park the vehicle first.



SCHOOL BUS ANNUAL INSPECTION DECAL

MN Statute 169.451

Ensure the Type III school bus has a current inspection decal for the current year.



SECTION 4: Handling Emergency Situations

Emergency Equipment every Type III Vehicle must have on Board

- A first aid kit that includes synthetic vinyl gloves (no Latex)
- A bodily fluid clean-up kit
- Fire extinguisher (charged and in the green zone indicator)
- Seat belt cutter located within reach of the driver

If emergency equipment is not located in the driver area, a label is visible from the driver's seat indicating the location of each piece of equipment.

If you use any equipment and it needs to be replaced, contact the Transportation Department.

Evacuate the vehicle in case of fire or if the vehicle is in an unsafe position.

Type III school bus emergency equipment must be properly secured in the vehicle to prevent movement. In this picture the equipment is mounted to the floor. In other cases it may be secured in a bag or container.



BE PREPARED FOR EMERGENCY SITUATIONS!

- Plan your route before you leave to avoid an emergency situation
- Plan evacuations for your Type III school bus
- Make sure the students know all the exits and how to use them
- Make sure all students are dressed for inclement weather in case your Type III school bus is unable to provide a proper shelter until help arrives
- Make sure that all safety equipment is available if needed
- Keep a list of contact names and phone numbers in case of a mechanical problem. There will be a confidential phone list on the Type III clipboard.

SECTION 5: Proper Use of Seat Belts and Child Safety Restraints

MN Statute 169.686: Seat Belt Requirements

- State law requires seatbelt usage of all passengers in the vehicle.
- Check with your district or private carrier concerning any additional seat belt usage policies.
- Air bag technology has improved over the years, however air bags can still present a significant danger to students in the front seat.
- It is recommended students avoid riding in the front passenger seat of a Type III school bus until they are twelve years of age and/or adult size.
- Always consult the vehicle owners manual for important safety information for vehicle being operated.

MN Statute 169.685, Subd. 5, (b): Booster Seats

- Every motor vehicle operator, when transporting a child who is *both* under the age of eight and shorter than four feet nine inches on the streets and highways of this state in a motor vehicle equipped with factory-installed seat belts, shall equip and install for use in the motor vehicle, according to the manufacturer's instructions, a child passenger restraint system meeting federal motor vehicle safety standards.

SECTION 6: Performance of Pre-Trip Vehicle Inspections

A daily pre trip inspection of the vehicle must be completed by the driver or the designated person. A copy of the pre trip must be kept with the vehicle for the current date.

Not completing a pre-trip form will result in a citation being issued by law enforcement to the driver of the Type III school bus.

The following page shows a copy of the pre-trip checklist.

Once the pre-trip has been completed, initial the Pre Trip Space on the blue form.

Pre-Trip Inspection

(Type III)

When Students are in the vehicle.....Prior to each trip, the Pre-trip Inspection list below must be completed and documented by initialing the pre-trip inspection box on the front of this form.

The items listed below are to be checked.

MECHANICAL CHECK:

Coolant level
 Oil level
 Power steering fluid
 Transmission fluid
 Windshield washer fluid
 Alternator
 Water pump
 Power steering pump
 Check belts and hoses
 Check for leaks
 Wheel: tire, lugs, rims
 Brakes: drum, rotators, lining fluid (level/leaks), parking
 Springs, shock absorbers
 Fuel gauge (level)

EXTERNAL INSPECTION:

Lights: signal, stop, headlights, license plate light
 Doors and mirrors
 Window glass
 Fuel tanks
 Exhaust

INTERNAL INSPECTION:

(Engine running, parking brake on)
 Oil pressure builds
 Ammeter/voltmeter
 Lighting indicators
 Steering play
 Horn
 Clutch/gearshift
 Heater/defroster
 Mirrors
 Windshield
 Wipers/Washer
 Safety/emergency equipment
 fire extinguisher
 reflective triangles
 first aid, body fluids clean-up kits
 seat belt cutter (if applicable)
 Seats secure
 Seat belts
 Child restraints/car seats
 Current school bus insp. decal

PRE-TRIP FORM MUST BE FILLED OUT AND SIGNED!

While completing your pre-trip inspection ensure all items are checked over using your pre-trip inspection list. If you discover a missing required inspection, return to that item and check it.

Contact the Transportation Department if you do not find pre-trip forms in the Type III Vehicle or are having difficulty completing it.

Not completing a pre-trip form will result in a citation being issued by law enforcement to the driver of the Type III school bus.

CONDUCT EXTERNAL INSPECTION

Mechanical checks under hood

- Check the oil, coolant, transmission fluid and washer fluid
- Belts and hose
- Battery connections and securement
- Look for fluid leaks



Walk around inspection

- All lights
- Tires (visually inspect for proper inflation, cuts, abrasions, bulges)
- Mirrors
- Windows
- Windshield wipers
- Gas cap (If applicable, most of the SUVs no longer have gas caps)
- Vehicle damage

CONDUCT INTERNAL INSPECTION

➤ Check gauges and or lights

- Turn signal indicators
- ABS light
- Headlamp indicator (high beam)
- Horn
- Windshield wiper operation including the washer fluid
- Low tire pressure monitoring system is so equipped (TPMS)
- Dashboard and interior lights
- Fuel



➤ Adjust all mirrors to give you a clear view

➤ Adjust the driver seat position for your comfort and vehicle control

➤ Ensure ALL seat belts are available for use and functional

➤ Emergency equipment

WHAT IF I FIND SOMETHING WRONG
DURING THE PRE-TRIP INSPECTION?

GOOD
QUESTION!

If you discover a mechanical problem during the pre-trip inspection contact the Transportation Department or Head Custodian to ensure repairs are made prior to operating the Type III school bus.

SECTION 7: Safe Loading and Unloading of Students

Minnesota Statute 171.02 Subd. 2B, 8

- Safe locations for loading and unloading of students includes, but is not limited to, the following:
 - At a curb
 - On the non-traffic side of the roadway
 - At an off-street loading area
 - In a driveway or yard
 - Parking lot
- Refrain 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.

Minnesota Statute 171.02 Subd. 2B, 8 (cont'd)

- Avoiding a loading or unloading location that would require a pupil to cross a road.
- If the student must cross the road, they must be escorted across the road by the driver or aide.
- The driver of a Type III school bus shall place the transmission in “park” while loading or unloading of students is occurring.
- Remember to secure the vehicle by removing the keys and taking them with you if you escort the child across the road.

At the end of each trip check for students that may have fallen asleep.

Check for items left behind and help maintain the cleanliness of vehicle by removing all garbage.



SECTION 8: Zero Tolerance Alcohol

MN Statute 169A.31: Alcohol-Related School Bus...Driving

Subd. 1: Crime Described

It is a crime for any person to drive, operate, or be in physical control of any class of school bus (including a Type III vehicle) or Head Start bus within the state of Minnesota when there is physical evidence present in the person's body of the consumption of any alcohol.

Note: Violation of this subdivision is a misdemeanor.

Subd. 2: Gross misdemeanor alcohol-related school bus...driving

A person who violates subdivision 1 is guilty of gross misdemeanor alcohol-related school bus or Head Start driving if:

- 1) The violation occurs while a child under the age of 16 is in the vehicle, if the child is more than 36 months younger than the violator; or
- 2) The violation occurs within 10 years of a qualified prior impaired driving incident.

SECTION 9: Post Crash Inspection Requirements

MN Statute 169.4511: School Bus Accident and Subsequent Operation

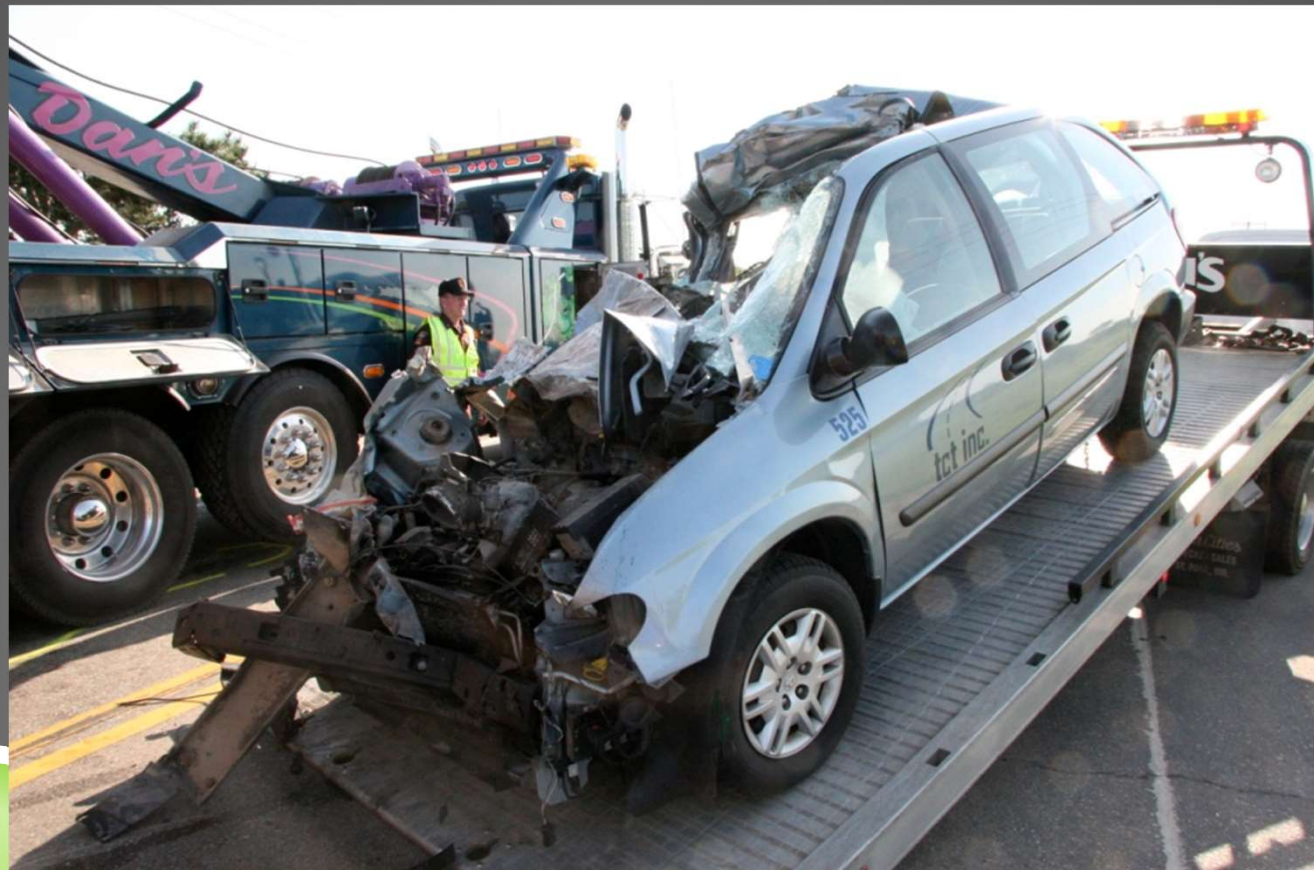
Subd. 1: Postcrash Inspection

- a) A peace officer responding to an accident involving a school bus or Head Start bus must immediately notify the State Patrol if the accident results in:
 - 1) A fatality
 - 2) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - 3) One or more motor vehicles incurring disabling damage as a result of the accident, requiring a motor vehicle to be transported away from the scene by tow truck or another motor vehicle.

AFTER AN ACCIDENT

- CALL 911 IMMEDIATELY IF there is danger to persons or property at the accident site.
- You must call the MN State Patrol and cannot leave the scene if:
 - The accident involves a fatality or an injury that requires immediate treatment away from the scene of the accident
 - One of the vehicles incurs damage where it must be towed
- If the accident is minor and does not require the MN State Patrol, please do the following:
 - First call the local police (if within city limits) or sheriff's department (if outside city limits) so an official report can be made of what happened
 - Next call the District Office (218-847-9271) or Transportation Director
 - Wait for law enforcement to arrive. Do not leave the scene until law enforcement and District Administration give you permission to continue on your trip.
 - If for any reason law enforcement and District Administration cannot be notified, you will need to use your discretion. However, you must obtain the following information for all vehicles involved in the accident: Owner's name, address, phone number, insurance information and vehicle license plate number.

**REMEMBER, THE STUDENTS IN
YOUR TYPE III VEHICLE ARE
RELYING ON YOU TO
TRANSPORT THEM SAFELY.**



RESOURCES

Department of Education

<http://education.state.mn.us/MDE/index.html>

Department of Public Safety Type III School Bus Information:

<https://dps.mn.gov/divisions/msp/commercial-vehicles/pages/school-bus-safety.aspx>

THANK YOU