

**Waconia Public Schools – Independent School District No. 110**  
**Steps to Obtain Type III Vehicle Driver Certification**

In accordance with Minnesota law, the holder of a class D driver's license may operate a Type III vehicle if the operator:

1. Receives annual training and certification including a road evaluation;
2. Authorizes the school district to conduct an investigation of his or her background as it pertains to criminal history;
3. Authorizes the school district to verify his or her driver's license status and driving record on an annual basis;
4. Agrees to report any criminal and traffic/moving convictions to the school district within ten (10) days of such conviction.

The following three (3) steps are required by Waconia Public Schools to receive certification as a Type III vehicle operator. You do not have to provide any of the information requested below. If you chose not to provide the following information, however, you cannot be certified as a Type III vehicle operator. Any information you provide may be shared with the superintendent, school board, district administrators, or other agencies authorized by state or federal law to receive the information.

1. Complete a "disclosure notice and authorization regarding criminal history background check reports" form and return it to the School District's Human Resources Department. This form allows the district to run a criminal background check (only done if not already completed at the time of your hire) and verify your driver's license status on an annual basis. In addition to completing that form, the law requires that you also agree to report any conviction for an alcohol related offense (Minn. Stat. 169A), a disqualifying offense (Minn. Stat. § 171.3215, subd. 1) or a moving violation (Minn. Stat. § 169) in writing to the School District within ten (10) days of such conviction. In the event that you need to report a conviction at some future date, you must complete a "Notification to Employer of Violation" form and provide it to the Human Resources Department.
2. Watch the "Type III School Bus Training" PowerPoint presentation created by the Minnesota State Patrol and complete a PowerPoint Confirmation form. Provide your original, signed Confirmation form to your Koch Bus Service driving instructor at the time of your road evaluation. Koch's driving instructor will provide your original PowerPoint Confirmation form and road evaluation forms to the School District's Human Resources Department.
3. Call Georgie or Brian at Koch Bus Service (952-442-3370) and arrange for a road evaluation. Koch Bus Service has agreed to provide as much flexibility as possible in arranging dates and times. The road evaluation should take no more than one (1) hour. If you chose to schedule your road evaluation for a time outside of your regular working hours, the School District will pay you \$28.00 for that hour. Please complete a "Request for Extra Duty Payment" form and submit it to the Human Resources Department.

Once you have completed the above steps, including submitting the required paperwork, you will receive confirmation from the Human Resources Department stating that your file is complete and that you are certified to drive a school van.

**ONE EXTRA STEP** if you will need to drive one of Koch's 14-passenger mini busses: You will need to obtain a medical examination. If your physician finds you medically fit to operate a school bus, then he/she will need to complete the Medical Report and Medical Examiner's Certificate. Please send a copy of your Medical Examiner's Certificate to the Human Resources Department. You must keep the original and carry it with you when driving a mini bus.