



# Type III School Bus Training



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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!



May 17, 2007 at 4:05 pm this Type III school bus (van) slams into the rear of a stopped school bus dropping off at a student stop. The Type III driver and the 14 year female student are 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

171.02 sub. 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.

# #1 Safe operation of a Type III vehicle

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

## #2 Understanding student behavior, including issues relating to students with disabilities

- There many different Types of Disabilities. Special needs students may not fully understand all the safety rules necessary for a safe ride.
- Know that if routine is changed some special needs students will not understand and may act out.
- Questions you may have regarding a particular special needs students may best be answered by their parent, guardian, or teacher.
- Some special needs students with behavioral disorders may require assigned seats.
- Always make sure special equipment is properly secured.



# #3 Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;

## Understanding Student Conduct

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



## #4 Knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- 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

- Type III school bus drivers hired solely to operate a Type III school bus must submit to a physical examination as required by section 171.321, subdivision 2b (e).
- If you are required to submit to a physical exam, you **must** carry physical examination card with you while operating a Type III school bus as this will be the only proof of your physical qualification.

# Disclosure Requirements

MS 171.02 sub 2b (h), (i), (j), (k)

- Employee notification requirements to be given to your employer of:
  - DWI
  - Disqualifying offenses
  - Moving violations
- The employee is required to disclose in writing within ten (10) days of conviction any of the above violations to the employer.

**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 – Moving violations Example

MS 171.02 sub 2b (h), (i), (j), (k)

A person who sustains a conviction of a moving offense 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:	02-10-2011	Speed
	11-21-2011	Speed
	03-31-2012	Speed
	05-10-2012	Disobey sign <b>(triggering conviction)</b>

Loss of Type III driving privileges for one (1) year from the last conviction, eligible for reinstatement 05-11-2013

# Loss of Driving Privileges Driving While Intoxicated (DWI)

- Driver's of Type III school buses are subject to the same set of standards adopted for regular school bus driver's holding a commercial driver license (CDL) with regards to DWI convictions.
- 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.

# Criminal Background Investigations

## MS 171.02 sub 2b (d)

All Type III school bus operators are subject to an initial background check or background investigation of the operator that meets the requirements under section 122A.18, subdivision 8, or 123B.03 for school district employees; section 144.057 or chapter 245C for day care employees; or section 171.321, subdivision 3, for all other persons operating a type A or Type III school bus under this subdivision.

# Controlled Substance and Alcohol Testing

## MS 171.02 sub 2b (f)

- MS 181.951, subdivisions
  - Sub 2: Pre-employment testing
  - Sub 4: Random testing
  - Sub 5: Reasonable suspicion testing
    - Post crash / work related vehicle accident

Type III school bus 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, subdivisions 2, 4, and 5.

# Personal Cellular Phone Call Prohibited

MS 169.443 sub 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. This includes text messaging.



# School Bus Annual Inspection Decal

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



# #5 Handling emergency situations

## **Emergency Equipment every Type III Vehicle must have on Board**

- First Aid Kit – synthetic vinyl gloves (No Latex)
- Body Fluid Clean up/Spill Kit
- Fire Extinguisher, charged and in the green zone on the indicator
- Ensure that if you use any safety equipment *you* replace it or notify a supervisor to have it replaced.

If emergency equipment is not located in the driver area a label shall be located in the driver compartment indicating the location of the emergency equipment.

## **Other**

- Seat Belt Cutter shall be located within the reach of the driver.

## **When to Evacuate**

- In case of fire or 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.



# EMERGENCY SITUATIONS

- Plan evacuations for your Type III school bus
- Make sure the students know all the exits and how to use them
- Keep a list of contact names and phone numbers in case of a mechanical problem
- 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
- Plan your route before you leave to avoid an emergency situation
- Make sure that all safety equipment is available if needed

# #6 Proper use of seat belts and child safety restraints

## **Seat Belt Requirements- MS169.686**

- 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.
- 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

# Booster Seat Requirements

MS 169.685 sub. 5(a)

Every motor vehicle operator, when transporting a child who is *both* under the age 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.

## #7 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.

**TYPE III SCHOOL BUS  
DAILY PRE-TRIP INSPECTION REPORT**

District / Carrier \_\_\_\_\_ Date \_\_\_\_\_

Bus Number \_\_\_\_\_ Starting Mileage \_\_\_\_\_ Ending Mileage \_\_\_\_\_

Driver Name / Driver Designee \_\_\_\_\_

	CHECKED			CHECKED	
	Ok	Defect		Ok	Defect
<b>MECHANICAL CHECK:</b> ***Hood <u>MUST</u> be opened***					
Coolant level	<input type="checkbox"/>	<input type="checkbox"/>			
Oil level	<input type="checkbox"/>	<input type="checkbox"/>			
Power steering fluid	<input type="checkbox"/>	<input type="checkbox"/>			
Transmission fluid	<input type="checkbox"/>	<input type="checkbox"/>			
Windshield washer fluid	<input type="checkbox"/>	<input type="checkbox"/>			
Alternator	<input type="checkbox"/>	<input type="checkbox"/>			
Water pump	<input type="checkbox"/>	<input type="checkbox"/>			
Power steering pump	<input type="checkbox"/>	<input type="checkbox"/>			
Check belts and hoses	<input type="checkbox"/>	<input type="checkbox"/>			
Check for leaks	<input type="checkbox"/>	<input type="checkbox"/>			
Wheel: tire, lugs, rims	<input type="checkbox"/>	<input type="checkbox"/>			
Brakes: drum, rotators, lining, fluid (level / leaks), parking	<input type="checkbox"/>	<input type="checkbox"/>			
Springs, shock absorbers	<input type="checkbox"/>	<input type="checkbox"/>			
Fuel gauge (level)	<input type="checkbox"/>	<input type="checkbox"/>			
<b>EXTERNAL INSPECTION:</b>					
Lights: signal, stop, headlights, license plate light	<input type="checkbox"/>	<input type="checkbox"/>			
Doors and mirrors	<input type="checkbox"/>	<input type="checkbox"/>			
Window glass	<input type="checkbox"/>	<input type="checkbox"/>			
Fuel tanks	<input type="checkbox"/>	<input type="checkbox"/>			
Exhaust	<input type="checkbox"/>	<input type="checkbox"/>			
<b>INTERNAL INSPECTION:</b> (Engine running, parking brake on)					
Oil pressure builds	<input type="checkbox"/>	<input type="checkbox"/>			
Ammeter/voltmeter	<input type="checkbox"/>	<input type="checkbox"/>			
Lighting indicators	<input type="checkbox"/>	<input type="checkbox"/>			
Steering play	<input type="checkbox"/>	<input type="checkbox"/>			
Horn	<input type="checkbox"/>	<input type="checkbox"/>			
Clutch/gearshift	<input type="checkbox"/>	<input type="checkbox"/>			
Heater/defroster	<input type="checkbox"/>	<input type="checkbox"/>			
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>			
Windshield	<input type="checkbox"/>	<input type="checkbox"/>			
Wipers / Washer	<input type="checkbox"/>	<input type="checkbox"/>			
Safety/emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>			
fire extinguisher					
first aid, body fluid cleanup kit					
seat belt cutter					
Seats secure					
Seat belts	<input type="checkbox"/>	<input type="checkbox"/>			
Child restraints / car seats	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
<b>WHEELCHAIR – N/A</b> <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	
Anchor points, belts, straps, lift inspection, interlock safety system functional					

Driver Comments or explanation of defect(s) discovered:

**TURN IN COMPLETED FORM**

Repairs completed by: \_\_\_\_\_ Date: \_\_\_\_\_

# Pre-trip form must be filled out and signed

- While completing your pre-trip inspection ensure all items are checked using your pre-trip inspection report form. If you discover a missing required inspection return to that item and check it.
- Contact your supervisor if you don't find pre-trip forms in the school bus 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

- Including mechanical check under hood



# Conduct internal inspection

- Check gauges, including fuel level
- Adjust seat, seatbelt and mirrors



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 a supervisor or maintenance shop personnel to ensure repairs are made **prior to operating** the Type III school bus.

# #8 Safe loading and unloading of students.

## Loading and Unloading of Students

MS 171.02 sub. 2b, 8 (i)

Safe loading and unloading of students, including, but not limited to:

Utilizing a safe location for loading and unloading students at the curb, on the non-traffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

# Loading and Unloading of Students

MS 171.02 sub. 2b, 8 (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;

# Loading and Unloading of Students

MS 171.02 sub. 2b, 8 (iii)

Avoiding a loading or unloading location that would require a pupil to cross a road, or ensuring that the driver or an aide personally escort the pupil across the road if it is not reasonably feasible to avoid such a location;  
and

# Loading and Unloading of Students

MS 171.02 sub. 2b, 8 (iv)

The driver of a Type III school bus shall place the transmission in “park” while loading or unloading of students is occurring.

- At the end of each trip check for students that may have fallen asleep. Check for items left behind and cleanliness of vehicle.



# Resources

- For a complete list Minnesota Department of Education Transportation Division website at: <http://education.state.mn.us/MDE/SchSup/SchFin/Trans/index.html>

Department of Education Home page:

<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>

# Zero Tolerance Alcohol

## 169A.31 Alcohol – Related School Bus - Driving

### Subdivision 1. Crime described.

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

...a person who violates subdivision 1 is guilty of misdemeanor

# Zero Tolerance Alcohol

## 169A.31 Alcohol – Related School Bus - Driving

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

A person who violates subdivision 1 is guilty of gross misdemeanor alcohol-related school bus (includes a Type III vehicle) or Head Start bus 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 ten years of a qualified prior impaired driving incident.

# Type III Vehicle

## Post Crash Inspection Requirement

MS 169.4511

A peace officer responding to an accident involving a school bus (Type III) or Head Start bus must immediately notify the State Patrol if the accident results in;

- a fatality;
- bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicles to be transported away from the scene by tow truck or other motor vehicle.

Remember, the students in your  
Type III vehicle are relying on  
**you** to transport them safely...



Thank you...