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K-12 PUPIL TRANSPORTATION POLICY

Administrative procedures of the transportation system have been adopted by the School Board. The bus drivers and contractors shall be responsible to the Superintendent, who may delegate to the Transportation Director authority in the area of transportation.

Riding a school bus is a privilege, not a right. The transportation routing system provided by Detroit Lakes Public Schools is designed as a mass transit system with common collection points and is not intended to be a cab service. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the School District's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provision. (MN Stat § 121A.59)

I. RIDER ELIGIBILITY QUALIFICATIONS

The Detroit Lakes School District will provide transportation services insofar as possible to students eligible for transportation under provisions of state rules and regulations and as described in this policy concerning school district transportation. The bus contractor will have the responsibility to develop and assign bus routes in the safest and most efficient manner possible, taking into consideration bus route lengths, time of pick up, and all the related considerations for the efficient management of district transportation services. The Transportation Director shall have the responsibility to review and adjust, if necessary, any or all provisions of transportation services provided by the district and by a private contractor for the district.

A. Regular Transportation

Upon the request of a parent or guardian, the School District shall provide transportation to and from school, at the expense of the School District, for all resident students who reside one mile or more from the school or are classified in a hazardous transportation category, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (MN Stat § 123B.88, Subd.1).

B. Special Education Transportation

Resident disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the School District. The School District shall determine the type of vehicle used to transport

disabled students on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the School District. (MN Rules Part 7470.1600).

C. Open Enrollment Transportation

The district may provide transportation to open enrolled (non-resident) students who are attending Detroit Lakes Public Schools in the following manner:

1. Generally speaking from the closest pick-up/drop-off point assigned by the Transportation Director within the geographical boundary of Detroit Lakes Schools.
2. The district will consider exceptions to the above policy by assigning pick-up/drop-off points in contiguous districts. The district will consider several factors to include safety, cost, increased riding time for resident students, practicality, and route efficiency. The Transportation Director will make the determination in these cases.

D. Homeless Student

Unless otherwise specifically provided by law, a homeless student is a resident of the School District if enrolled in the School District. (MN Stat. § 123B.92, Subd. 1(b)(1); MN Stat § 127A.47, Subd. 2). “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of adequate alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a).

II. SCHEDULING AND ROUTING

Transportation services will be provided insofar as possible as follows:

- A. On a city, county or township-owned road which is maintained by the city, county or township and is one-half mile long or more one way and comes out to a main traveled road.
- B. There is a suitable and maintained place to turn around.
- C. If vision is obscured at the point of turn-around, other arrangements will be necessary and will be at the discretion of the transportation contractor and the Transportation Director.
- D. All turn-arounds must be plowed out wide enough to accommodate sufficient space for the safe turn-around of a bus.

- E. Transportation routes will be established to arrange the time and order of pick-up to minimize, to the degree possible, the amount of time a student is to ride on a school bus to and from school.
- F. Insofar as possible, students will be transported towards the school of attendance without hauling students greater distances out into the country than necessary.
- G. Pupils must ride and be assigned to one bus route. Riding one bus in the A.M. and another in the P.M. will not be allowed except if assigned to a different route by the bus contractor or the Transportation Director.
- H. All bus routes will be controlled directly by the Transportation Director and all questions by School Board members, parents, bus drivers, and bus owners shall be first referred to the Transportation Director for his review, consideration and recommendation.
- I. Buses will not be operated on private roads or driveways unless, in the judgment of the bus contractors and the Transportation Director, a greater safety hazard exists in backing or turning around the bus in a hazardous area on a township or county-owned road.
- J. In general, the Detroit Lakes Public Schools will offer transportation to all students assigned to a building of record providing the student's record of residence is a minimum of one mile or more from the assigned school of attendance.

III. HAZARDOUS QUALIFICATIONS

Students residing more than one-half mile from their residence to the nearest edge of school property within the city boundaries of Detroit Lakes or who are classified as a Hazardous Transportation Category will be provided daily transportation to and from school. Hazardous Transportation Categories are as follows: students whose residence in relation to their building of attendance requires the crossing of U.S. Highway 10, Minnesota Highway 34, Washington Avenue, Corbett Road, 11th Avenue from 8th Street to MN Hwy 34, Roosevelt Avenue from U.S. Hwy 10 to MN Hwy 34, or the Burlington Northern and Canadian Pacific railroad tracks. A map depicting such areas is available for inspection at the Administration Center.

Unique or temporary locations within the city limits will be determined by the Transportation Director.

IV. TRANSPORTATION TO CHILDCARE PROVIDER

Detroit Lakes Public Schools will provide transportation to a babysitter, surrogate parent, or childcare provider providing the following criteria are met:

- A. Student is eligible to ride the bus.
- B. Childcare provider is in the same attendance area as school of record.
- C. Parent gives School District written permission for alternate pick-up/drop-off site.

V. SEAT BELTS

The typical school bus used by Detroit Lakes Schools utilizes the concept of “compartmentalization” whereby the backs of each seat are fully padded to reduce the risk of injury in the event of an accident. In addition, accident (crash) testing conducted by the National Traffic Safety Board has warned that the use of seat belts may result in a greater hazard to occupants than without seat belts. As a result, seat belts will not be used in school busses except when transporting students requiring special education services. Special education van/busses will be equipped with seat belts, and students will be belted because the busses used are smaller, lighter, and seat belts assist the students by keeping the students in their seats facing forward.

VI. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The School District may designate a school bus safety week. The National School Bus Safety Week is in the third full week in October.

B. Student Training

The School District shall provide students enrolled in grades Kindergarten through 10 with age-appropriate bus safety training of the following concepts:

1. Transportation by school bus is a privilege, not a right
2. School District policies for student conduct and school bus safety
3. Appropriate conduct while on the bus
4. The danger zones surrounding a school bus
5. Procedures for safely boarding and leaving a school bus
6. Procedures for safe vehicle lane crossing
7. Proper school bus evacuation and other emergency procedures

C. All students in grades K through 6 who are transported by school bus and are 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. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the sixth week of school, if they have not received school bus training in grades K through 6. Students in grades K through 10 who enroll in a school after the second week of school are transported by school bus and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

- D. The School District must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
- E. Students in grades 9 and 10 must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus.
- F. The School District will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
- G. The School District may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
- H. Non-public school students transported by the School District will receive school bus safety training by their non-public school. The non-public schools may use the School District's school transportation safety education curriculum. The non-public school must certify to the Transportation Director that all students enrolled in grades K through 10 have received the appropriate training.

Students who receive three bus conduct reports in one school year must participate in a remedial school bus safety program and successfully re-test.

VII. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

The concept of pupil transportation is one where the general safety and well being of each student is entrusted with the School District.

In this sense, the school bus is essentially an extension of the educational service offered by the School District. The school principal is responsible for discipline on the bus. The maintenance of discipline policy as established by the School Board, however, must be carried out by the bus driver.

Riding the school bus is a privilege, not a right. In the event of a suspension of bus riding privileges, the parent is responsible to transport their child to school. Bus suspensions will not be treated as an excused absence. The School District's general student behavior rules are in effect for students on school buses.

School bus riders may be subject to electronic surveillance on school buses. The conversations and actions of school bus riders may be recorded. These recordings may be made accessible to person(s) appearing on the recording, School District employees whose work assignments reasonably require access to the information, and any other person or entity authorized by law to have access to the information including, but not limited to, law enforcement agencies.

Consequences for school bus and bus stop misconduct will be imposed by the School District under adopted administrative discipline procedures. In addition, all school bus and bus stop misconduct will be reported to the Transportation Director. Serious misconduct will be reported to local law enforcement.

A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the building principal.

B. Rules at the Bus Stop

1. Arrive at your bus stop 5 minutes before your scheduled pick-up time
2. Wait at the bus stop in an orderly fashion by standing in single file and not engaging in horseplay or using inappropriate language
3. Wear safe clothing – bright, reflective outerwear without long dangling drawstrings that can become caught in the bus door or handrail
4. Carry school materials in a backpack or book bag – never carry loose items that could be dropped near the bus
5. Wait for the bus well back from the roadway. Stay at least six feet from the edge of residential streets and ten feet on higher-speed roadways
6. Always cross in front of the bus with enough distance so you are able to see the driver's face
7. If you must cross the street, look both ways and wait for the driver to signal to you before crossing the street. When in a group, cross together; do not straggle across one by one
8. In the afternoon, check for traffic approaching on the discharge (right) side of the bus before exiting from the bus
9. No use of alcohol, tobacco or drugs
10. Never cross the road in front of the bus to pick up the mail after getting off the bus. The student must wait until the bus has departed and all traffic is cleared before picking up the mail.
11. Report anything that makes you feel unsafe at the bus stop to your driver, teacher, or parents.

C. Rules on the Bus

1. Immediately follow the directions of the driver
2. Sit in your seat facing forward
3. Talk quietly and use appropriate language
4. Keep all parts of your body inside the bus
5. Keep your arms, legs and belongings to yourself
6. No fighting, harassment, intimidation or horseplay
7. Do not throw any object
8. The use of alcohol, tobacco or drugs is not allowed
9. Do not bring any weapon or dangerous objects on the school bus
10. Do not misuse any part of the bus – seat, windows, etc. Respect property
11. Do not bring or use matches or lighters on the bus
12. Do not throw garbage on the floor. Help keep the bus clean
13. Remain seated until the bus comes to a complete stop
14. Notify the bus driver if you know you will be absent that night or the next day
15. Eating food or drinking beverages may be allowed at the discretion of the bus driver

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, fan buses, field trips or competitions) will be in the sole discretion of the school official. The bus driver is responsible for ascertaining the facts

and circumstances regarding each bus conduct report identifying the persons involved including witnesses. Parents or guardians will be notified by mail of any disciplinary action.

1. Elementary (K-5)

- 1st Offense: Written warning to parent from the principal
- 2nd Offense: 3 school-day suspension from riding the bus and conference with parent
- 3rd Offense: 5 school-day suspension from riding the bus and conference with parent, child, driver, principal, IEP Team (if applicable), and scheduled school bus safety re-training
- 4th Offense: 10 school-day suspension from riding the bus, conference with parent and principal

Additional measures may be taken as deemed appropriate by the building principal and Transportation Director.

Further offenses are individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: School bus suspension is defined to include to/from school transportation and fan bus.

When a student goes 60 calendar days without a report and following completion of prior consequences for misbehavior, the student's consequences start over at the first offense.

2. Secondary (6-12)

- 1st Offense: Written warning to parent from the principal
- 2nd Offense: 5 school-day suspension from riding the bus
- 3rd Offense: 10 school-day suspension from riding the bus
- 4th Offense: 20 school-day suspension from riding the bus and conference with parent and principal
- 5th Offense: Suspended from riding the bus for the remainder of the school year

3. Other Discipline

Based on the severity of a student's conduct, additional or more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as in-school suspension, withholding school activity privileges, community service, suspension, or expulsion from school may also result from school bus/bus stop misconduct.

4. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the

Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students. School bus rules are to be posted on each school bus.

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, possession of weapons, or vandalism) appropriate school district personnel and local law enforcement officials will be informed.

VIII. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The School District Student Bus Conduct Policy will be provided to each family. A copy of the Student Bus Conduct Policy will be mailed to students with their first written warning for student discipline. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

1. Become familiar with School District bus stop and bus riding rules, policies, and regulations along with the principles of school bus safety, and thoroughly review them with their children
2. Reinforce safe riding and loading and unloading practices. Encourage children to check for traffic on their own, including to check before they step off the bus in the afternoon. Recognize that students are responsible for their actions
3. Communicate safety concerns or dangerous behavior to their school principal or school administrators
4. Parent presence at bus stops helps ensure safe behavior. The parent's role is not to discipline other children but to watch for inappropriate behavior and report it to a principal.
5. Have children to the bus stop five minutes before the bus arrives.
6. Have children properly dressed for inclement weather and we recommend always with bright, reflective outerwear
7. Have a plan for what your children will do in case the bus is late or if there is inclement weather
8. If a child needs assistance getting to the bus stop, a parent must escort the child to ensure the highest level of safety

9. If a child misses the bus, the parent/guardian is responsible for transporting the child. Teach children never to run after the bus if they have missed it.
10. If required by an IEP, the parent or guardian of special needs students will meet the bus at the drop off location. If no one is at the drop off location the student will be returned to an agreed upon location, the school or taken to the Sheriff's Department for the parent or guardian to pick up

IX. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

School bus drivers shall have a valid Class A, B, or C Minnesota's driver's license with a school bus endorsement. A person possessing a valid driver's license without a school bus endorsement may drive a vehicle with a maximum seating capacity including the driver of 10 persons for Type III vehicles and 15 persons for Type A-II Activity buses that are not outwardly equipped or identified as a school bus as set forth in Section X, subd. D(2) and subd. E(5).

Additional driver duties and responsibilities may be found in the Minnesota School Bus Driver Handbook. All bus driver dismissals will be reported to the Dept. of Public Safety pursuant to Dept. of Public Safety directions.

X. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. All routes shall be on file with the Transportation Director. Designated route and bus stop changes must have prior approval of the Transportation Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Students who misbehave may be returned to the school immediately and reported to the building principal or other designated individual.
4. When transporting a special needs student whose IEP requires a parent or guardian to meet the bus at the drop-off location and no one is there:
 - a. The driver shall contact the dispatcher
 - b. The dispatcher shall try to contact the parent or guardian as listed on the transportation form, while the bus proceeds with the route
 - c. Dispatcher shall report situation to the student's building administrator
 - d. The building administrator shall determine if the student will be brought to an agreed upon location, school, or to the Sheriff's Department to be picked up by a parent, guardian or social services
 - e. If the building administrator is not available, a district administrator will be the contact
5. Safety evacuation drills for the students shall be conducted each year pursuant to State law.

6. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
7. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warning to the driver of approaching traffic.
8. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
9. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
10. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
11. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with State laws and regulations.
12. Drivers are not to make personal audio, video or photographic recordings of students or passengers without prior approval of the Transportation Director. Drivers are not to view or listen to District audio/video recordings without the consent of the Transportation Director.

B. Use of Signals, Loading and Unloading

1. In general, Detroit Lakes Public Schools use the eight-way flashing light system and the extended bus stop arm for stops whether they are inside or outside the city limits of Callaway or Detroit Lakes. The Transportation Director shall determine exceptions to the policy and are approved by the School Board. Eight-way flashing lights shall not be used under the following circumstances:
 - a. In special school bus loading areas where the buses are entirely off of the traveled portions of the roadway and where other motor vehicle traffic is moving or likely to be moving within 20 feet of the bus
 - b. When directed not to do so, in writing, by the School Board
 - c. When a school bus is being used on a street or highway for purposes other than actual transportation of school children to or from school or school approved activities
 - d. At railroad grade crossings
 - e. When loading and unloading at designated school bus stops where students are not required to cross the street or highway, while the bus is completely out of the traveled portion of a roadway that has adequate shoulders. The

driver shall drive the bus completely off the traveled portion of this roadway before loading or unloading. A school bus stop is designated under this clause if the Transportation Director of the School District in which the bus is located, in consultation with the road authority, certifies the integrity of the shoulder and the safety of the location of loading and unloading. Each designated school bus stop must be documented and approved by the School Board as an exception to the policy where stop arms are not used

2. Driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
3. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
4. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
5. Keep door open and eight-light system operating until all students have been loaded or unloaded safely.
6. The driver should avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
7. The driver will not permit students to stand or get on or off the bus while it is in motion.
8. The driver will bring the bus to a full stop and disengage gears by shifting gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
9. Buses shall load and unload students only at designated locations.
10. Post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.
11. Pursuant to MN Stat. § 169.442 Subd. 5, all Detroit Lakes Public School buses shall be equipped with white, double-flash strobe lamps. The strobe lamp shall be lighted when atmospheric conditions or terrain restrict the visibility of school bus lamps and signals, so as to require use of the bright strobe lamp to alert motorists to the presence of a school bus. Strobe lamps will be used when weather circumstances dictate, pursuant to Minnesota law. Examples of weather conditions where strobe lights may be used would be fog, snowstorm, freezing rain, periods of restricted visibility or extreme traffic congestion situations.
12. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of diesel exhaust fumes to children, unless in the judgment

of the School Board, alternate location would block traffic, impair student safety, or would not be cost effective.

C. Crossing Highways and Streets

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
 - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver
 - b. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle

D. Type III Vehicles

1. 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. 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.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be State inspected in accordance with legal requirements.
4. A Type III vehicle cannot be older than 12 years old unless exempt by State and Federal law.
5. If a Type III vehicle is School District owned, the School 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.
6. A "Type III school bus" and "Type III Head Start bus" must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. 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 pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil 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.

10. Any Type III vehicle used to transport students must carry emergency equipment including:
 - a. 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
 - b. 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
 - c. Type III bus must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed
 - d. 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

11. Students are not to be transported in private vehicles by District employees or by arrangement of a District employee short of an emergency situation. This includes to and from school, co-curricular or extracurricular events. Private vehicles have not been inspected by the State Transportation Department, and therefore exclude their use.

12. All drivers of Type III vehicles will be legally licensed drivers with a minimum age of 21 years old. They will need to provide their drivers license information to the Transportation Department, which will verify the validity of their license annually. (MN Stat. § 171.321, Subd. 5) Drivers 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 driving.

13. All Type III drivers must have annual training and must annually read, complete, and sign the "Detroit Lakes Public Schools Type III Bus Driver Training/License Verification Form" as per Addendum A. A record of qualifying Type III drivers will be kept on file in the Transportation Office.

- E. Type A-II "Activity" Buses Driven by Employees with Class D Driver's License
 1. The holder of a Class D driver's license without a school bus endorsement may operate a Type A-II school bus under the following conditions (MN Stat. 171.02 Subd. 2a):
 - a. The operator is an employee of the School District or an independent contractor with whom the School District contracts for the school bus and is not solely hired to provide transportation services under this paragraph

- b. The operator drives the school bus only from point of origin to point of destination, not including home-to-school trips to pick up or drop off students
 - c. The operator is prohibited from using the eight-light system
 - d. The operator has received annual training and certification for use of the Type A-11 school bus as required by MN Stat. § 171.02, Subd.2a(d)
 - e. The operator has submitted to a background check and physical examination as required by MN Stat. § 171.321, Subd.2 & 3.
 - f. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in MN Stat. § 171.02, Subd.2a(h-j)
 - g. The operator has been trained in the proper use of child safety restraints as set for in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-School Age Children in School Buses” in addition to the training required in Section VI above
- 2. The maximum number of passengers for a school bus operated under this section is 15, including the driver
 - 3. The School District shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 4. A school bus operated under this section must bear a current certificate of inspection
 - 5. The word “school” on the front and rear of the bus must be covered by a sign that reads “activities” when the bus is being operated under authority of this section.

XI. SCHOOL BUS DRIVER TRAINING

A. Training

All new drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive in-service training annually. The School District shall retain on file an annual individual school bus driver “evaluation certification” form for each School District driver as contained in the Model School Bus Driver Training Manual.

NOTE: The Model School Bus Driver Training Manual is available on-line through the Minnesota Department of Public Safety State Patrol web page.

B. 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 operating the type of school bus the driver will be driving
- 2. Understanding student behavior, including issues relating to students with disabilities

3. Ensuring orderly conduct of students on the bus and handle 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. Safely loading and unloading 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.

XII. VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program.
- B. All school vehicles shall be State inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be maintained on file in accordance with the School District’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

XIII. CONTRACTOR’S RESPONSIBILITIES

- A. To transport all school pupils on school bus routes, as specified by the School Board, to and from school.
- B. To provide transportation equipment which at all times will conform to at least the minimum standards for conventional school transportation as established by the MN Dept. of Education and the legal requirements of the State of Minnesota.
- C. To comply with the rules and regulations relating to school transportation adopted by the MN Dept. of Education and the policy of the School Board.
- D. All School District transportation policies will apply to school-owned or privately-owned transportation.
- E. To comply with all provisions of contracted services as described in the contract agreement.
- F. To report any and all bus accidents to the Transportation Director by radio or telephone immediately, complete the “School Bus Accident Report” and report all accidents to the State Commissioner of Highways involving personal injury or death and property damage of \$300 or more.

XIV. TRANSPORTATION DIRECTOR

The School Board has designated an individual to serve as the School District's Transportation Director. The Transportation Director shall have day-to-day responsibility for pupil transportation safety, including transportation of non-public school children when provided by the School District. The Transportation Director will assure that this policy is periodically reviewed to ensure it conforms to law. The Transportation Director shall certify annually to the School Board that each school bus driver meets the school bus driver training competencies required by MN Stat. § 171.321, subd. 4. The Transportation Director shall also annually verify or ensure the private contractor utilized by the School District has verified the validity of the driver's license of each person who transports students for the School District with the National Driver's Register or the Department of Public Safety. The Transportation Director shall also confirm annually to the Superintendent that students have reviewed school bus safety training in accordance with State law. The name, address and telephone number of the Transportation Director are on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the Transportation Director.

XV. TRANSPORTATION DIRECTOR RESPONSIBILITIES

- A. Overall responsibility to direct the transportation of pupils and implement the policies of the Board of Education.
- B. To determine and approve bus routes and time schedules.
- C. To meet with contractors and drivers for the purpose of guidance and instruction.
- D. To assist bus drivers and building principals in maintaining satisfactory discipline on the buses.
- E. To submit the complete report of all major or minor accidents to the MN Dept. of Education

XVI. ADVERSE WEATHER CONDITIONS AND SCHOOL CLOSINGS

- A. Students are encouraged to dress for bad weather, wear overshoes, warm slacks, caps, etc.
- B. In case of bad weather KDLM and KRCQ in Detroit Lakes will carry the official school closing announcements for K-12.
- C. The Superintendent (or designee) has the authority to close school or modify the length of school days.
- D. In the event school is closed early or closed for the entire day, all practices and events scheduled for that day and evening are cancelled, pursuant to ISD #22 Storm Day Policy # 623.

XVII. FAN BUSES

Fan buses will be operated for special events such as sports activities, Community Education functions, etc., with the District reserving the right to place a minimum passenger level or the bus will be cancelled.

XVIII. EXPENDITURES FOR SCHOOL BUS SAFETY ACTIVITIES

A description of School District funds expended for school bus safety activities from student transportation reserved revenue is kept in the Office of the Superintendent and is available for review. As required by law, these expenditures will be annually reported to the Department of Public Safety.

The School District's expenditures for transportation safety are incorporated by reference into this policy.

Legal References:

- MN Stat. § 123B.90 (School Bus Safety Training)
- MN Stat. § 123B.91 (School District Safety Responsibilities)
- MN Stat. § 123B.92 (Transportation Aid Entitlement)
- MN Stat. § 171.02, Subd. 2a (Licenses: Types, Endorsements, Restrictions)
- MN Stat. § 171.321 (Qualifications of a School Bus Driver)

Cross References:

- MSBA/MASA Model Policy 707 (Transportation of Public Students)
- MSBA/MASA Model Policy 708 (Transportation of Non-public Students)
- MSBA/MASA Model Policy 710 (Extra-curricular Transportation)
- MSBA/MASA Service Manual, Chapter 10, Transportation

Addendum A

Detroit Lakes Public Schools Type III Bus Driver
Training/License Verification Form

In Minnesota the school vans that are driven are considered Type III school buses. As a driver you are subject to certain Minnesota state laws and district policies. Drivers must annually receive training and validation of their license.

- The driver shall never drive at a speed that is faster than the posted limit or unsafe due to existing road or weather conditions. Headlights are to be always used.
- Drivers must report any disqualifying convictions to the Transportation Direction within 10 days of the occurrence.
- Drivers may not have more than 3 moving violations within any 3 year period.
- Drivers are not to use cell phones while the vehicle is in motion.
- Student passengers must be supervised taking into consideration that they are not fully adult and their safety must be your first consideration. Patience and understanding must accompany your conduct dealing with students, especially those with disabilities.
- Disorderly conduct of students is to be reported to the building Principal. It is their responsibility to determine disciplinary actions.
- All occupants must be secured individually with seat belts or child restraints. The vehicle rating capacity shall never be exceeded. Drivers can never have more than 9 passengers.
- Pre-trip inspections must be conducted and recorded on the form provided.
- Safe loading and unloading procedures of students are summarized in the following:
 1. Utilize a safe location at the curb, the nontraffic side of the road, or at safe locations off from the roadway such as driveways and parking areas.
 2. Refrain from loading or unloading in a vehicle traffic lane, on the shoulder, in a designated turn lane or adjacent to a designated turn lane.
 3. Avoid loading or unloading at locations that requires students to cross the roadway. If this is necessary students must be escorted across the road by the driver or an adult supervisor.
 4. During loading and unloading the vehicle drive system must be in the “park” position.

All Type III vehicles contain the following safety equipment. Be sure to familiarize yourself with their location and become familiar with their proper use.

- A fire extinguisher.
- A first aid kit.
- A body fluid clean-up kit.
- A set of three warning triangles.
- Seat belt cutting knife.

I have read the above and am in compliance with the information. Below is my driver’s license information:

Full Name as on License (PRINT): _____

License Number: _____ Issuing State: _____ Exp. Date: ____/____/____

Signature: _____ Date: ____/____/____