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*Chisago Lakes ISD #2144
13750 Lake Blvd.
Lindstrom, MN 55045*

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. 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 the third full week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures must be completed twice per year for Grades K-12.
2. 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.
3. The school district must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. §169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. The nonpublic school must certify to the school district's Transportation Director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses.

While the school district furnishes transportation for pupils in accordance with State Law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus – and only at that time – does he or she become the responsibility of the school district, however, the school district encourages a school/parent relationship which strongly involves the parent in the conduct of their children while under the jurisdiction of the school. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's Transportation Director. Serious misconduct may be reported to local law enforcement.

1. **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. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's transportation office or the building principal's office.

The school district's responsibility begins when the student boards the bus at the bus stop and ends when the student disembarks from the school bus at the bus stop. Behavior at the bus stop should be monitored and is under the jurisdiction of the parents/guardians of those students at the particular bus stop.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your hands, arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, kicking, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Remain seated while the bus is in motion.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your hands, arms, legs and belongings to yourself.

- f. No fighting, kicking, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No possession or use of alcohol, tobacco or drugs.
- i. Do not bring any weapon, look-alike weapon or dangerous objects on the school bus.
- j. Do not damage the school bus.
- k. Driver has the right to assign seats.

Remember: Always treat others with respect.

4. Consequences

- a. Consequences for school bus misconduct will apply to all regular. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary Grades K-5

Prior to the first bus misconduct being written by the bus driver, the bus driver will verbally warn the student of his/her misconduct.

The following consequences occur when a Bus Conduct Report is written by the bus driver:

1st offense – written warning by the bus driver to the student and the driver to contact the student's parent either by telephone or direct contact. Bus Conduct Report mailed to the parent from Hunt's Transportation Services.

2nd offense – written warning by the bus driver. Principal will counsel the student and send a copy of the Bus Conduct Report to the parent informing them of the situation that has developed with their child.

3rd offense – 1 to 5 school day suspension from riding the bus. Principal will contact parent(s).

4th offense – 5 to 10 school day suspension from riding the bus. Principal will contact parent(s).

5th offense – 20 school day suspension from riding the bus.
Principal will contact parent(s).

6th offense – a minimum of 60 school day suspension up to a maximum suspension of one school year (171 school days for elementary students). Principal will contact parent(s).

The Principal may substitute or add to any of the above consequences depending upon the circumstances.

NOTE: When a student goes 60 calendar days without a Bus Conduct Report, the student's consequences MAY start over at the level the Principal and/or Transportation Director deems appropriate.

(2) Middle School Grade 6-8:

1st offense – written warning by the bus driver to the student and the driver to contact the student's parent either by telephone or direct contact. Bus Conduct Report mailed to the parent from Hunt's Transportation Services.

2nd offense – written warning by the bus driver. Principal will counsel the student and send a copy of the Bus Conduct Report to the parent informing them of the situation that has developed with their child.

3rd offense – 3 school day suspension from riding the bus.
Principal will contact parent(s).

4th offense – a minimum of 60 school day suspension up to a maximum suspension of one school year (173 school days for middle school students). Principal will contact parent(s).

(3) High School (Grades 9-12):

1st offense – written warning by the bus driver to the student and the driver to contact the student's parent either by telephone or direct contact. Bus Conduct Report mailed to the parent from Hunt's Transportation Services.

2nd offense – 3 school day suspension from riding the bus once the Principal has received the Bus Conduct Report from the bus driver. Principal will contact the parent(s).

3rd offense – a minimum of 60 school day suspension up to a maximum suspension of one school year (173 school days for high school students). Principal/Associate Principal will contact parent(s).

- b. A parent can appeal the decision made above by requesting a hearing relative to the final action to the Superintendent of Schools within five (5) calendar days of the suspension. A determination will be made if there would be a change in the suspension. The student shall remain suspended from the bus until the conclusion of the appeal hearing.

5. Other Discipline

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

6. Records

Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

7. 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.

8. Notice

Rules will be posted on each school bus and will be published on the district's website and in student handbooks.

9. Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family in the student handbooks and on the school district's website. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license without a school bus endorsement may drive a type III vehicle as set forth in Section VII.B and VII.C, below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D below.
- B. Hunt's Transportation Services shall conduct mandatory drug and alcohol testing of all bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is 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, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services ("Division") of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training by Hunt's Transportation Services, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. Hunt's Transportation shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b, below by either the school district or the entity from whom such services are contracted by the school district.

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 operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation).

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in 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. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements. Two locations, a primary and an alternative location may be designated by the parent/guardian as the designated stop for the student.

4. If an elementary student needs to ride another bus in the case of an emergency, either a written authorization or telephone call to the principal's office by the parent is needed. The parent should also send a note with their child for the teacher. The elementary student will receive a bus pass from the principal to ride another bus. If a Middle School student needs to ride a different bus, the parent **must call** Heide Miller, Director of Business Services at 651-213-2010 and request a bus pass. Bus passes **will not be given** to high school students. A student will not be able to ride another bus without a bus pass.
5. Students who misbehave severely may be returned to the school immediately and reported to the principal or other designated individual.
6. Safety evacuation drills for student passengers shall be conducted twice a year.
7. 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.
8. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
9. 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.
10. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
11. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether handheld or hands free, when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. §169.01, Subd. 6. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. 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 excepted 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 vehicle 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 student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student 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. A type III vehicle 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 will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
 12. All drivers of type III vehicles will be licensed drivers and 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 operating a school bus.
 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a class D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (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 pretrip vehicle inspections; and
- (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) 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;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location; and
 - (d) placing the type III vehicle in “park” during loading and unloading.
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with Section V, Subd. F. concerning reporting convictions to the employer within ten days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. §122A.18, Subd. 8, or Minn. Stat. §123B.03 for school district employees; Minn. Stat. §144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. §171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minn. Stat. §171.321, Subd. 2.

e. 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 Minn. Stat. §181.951, Subds. 2, 4, and 5. Notwithstanding any law

to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of violating Minn. Stat. §169A.25, §169A.26, §169A.27 (driving while impaired offenses), or §169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §169A.50 to §169A.53 of the implied consent law, or who is convicted of or has his or her driver's license revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. §171.3215, Subd.1(c), (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. §123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. §169.451.
 - 3. An operator employed by the school district, whose normal duties do not include operating a type III vehicle, who holds a class D driver's license without a school bus endorsement, may operate a type III vehicle and is exempt from paragraphs VII.C.1.c. (background checks), VII.C.1.d. (physical examination), VII.C.1.e. (drug testing), and VII.C.1. f. (annual license verification), above.

D. Type A-I “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-I school bus or Multifunctional School Activity Bus (MFSAB) under the following conditions:
 - 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 points of origin to points 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 submitted to a background check and physical examination as required by Minn. Stat. §171.321, Subd. 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. §171.02, Subd. 2a(b).
 - f. The operator has been trained in the proper use of child safety restraints as set forth 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.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. 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.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.

- B. School bus drivers shall meet emergency training requirements. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures and participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. 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.
- D. Daily post-trip inspection shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated **Heide Miller, Director of Business Services** to serve as the school district's Transportation Director. The Transportation Director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school Transportation Director will assure that this policy is periodically reviewed to ensure that it conforms to law. Hunt's Transportation Services shall certify annually to the school Transportation Director that each school bus driver meets the school bus driver training

competencies required by Minn. Stat. §171.321, Subd. 4. The Transportation Director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C or D school bus, type III vehicle or MFSAB with the National Driver's Register or the Department of Public Safety. The school Transportation Director also shall confirm annually to the Superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school Transportation Director are on file in the school District Office. Any questions regarding student transportation or this policy may be addressed to the school Transportation Director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

Chisago Lakes ISD #2144 has established a Transportation Advisory Committee. The chair of the Transportation Advisory Committee is the school district's Transportation Director. The school district shall appoint the other members of the Transportation Advisory Committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, school board members and representatives from other units of local government.

Legal References: Minn. Stat. §122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. §123B.03 (Background Check)
Minn. Stat. §123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. §123B.88 (Independent School Districts; Transportation)
Minn. Stat. §123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. §123B.90 (School Bus Safety Training)
Minn. Stat. §123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. §144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. §169.011, Subds. 15 and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. §169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. §169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. §169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. §169.454 (Type III Vehicle Standards)
Minn. Stat. §169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. §169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. §171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. §171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. §171.169 (Notification of Suspension of License of Commercial Driver)

Minn. Stat. §171.321 (Qualifications of School Bus Driver)
Minn. Stat. §171.3215, Subd. 1(c) (Canceling Bus Endorsement for
Certain Offenses)
Minn. Stat. §181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
34 C.F.R. §383.5 (Transportation Definitions)
49 C.F.R. §383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. §383.33 (Notification of Driver's License Suspensions)

Cross References: CL Policy 416 (Drug and Alcohol Testing)
CL Policy 506 (Student Discipline)
CL Policy 515 (Protection and Privacy of Pupil Records)
CL Policy 707 (Transportation of Public Students)
CL Policy 708 (Transportation of Nonpublic Students)
CL Policy 710 (Extracurricular Transportation)

ATTACHMENT A

<p>Notification to Employer Of Moving Violation</p> <p>Commercial Drivers License 49 CFR 383.31 Minnesota Statute 171.168</p>		
<p>Upon conviction of any moving violation by any state or local jurisdiction the holder of a Minnesota Commercial Driver License must notify their employer(s) in writing within 30 days of such conviction.</p>		
<p>DRIVER NAME (First Name, MI, Last Name)</p>	<p>STATE</p>	
<p>COMMERCIAL DRIVER'S LICENSE NUMBER</p>	<p>DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
<p>DATE OF CONVICTION</p>		
<p>LOCATION OF OFFENSE</p>	<p>CITY</p>	<p>STATE</p>
<p>DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:</p>		<p>DATE</p>
<p>SIGNATURE OF DRIVER</p>		

ATTACHMENT B

**Notification to Employer
Of
Suspension, Revocation, Cancellation or Disqualification**

Commercial Drivers License
49 CFR 383.33
Minnesota Statute 171.169

The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.

DRIVER NAME (First Name, MI, Last Name)		STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> 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		

ATTACHMENT C

<p>Type III School Bus Driver Notification to Employer Of Violation</p> <p><u>Alcohol Related Offense (Minnesota Statute 169A)</u> <u>Disqualifying Offense (Minnesota Statute 171.3215 sub 1)</u> <u>Moving Violation (Minnesota Statute 169)</u></p> <p>Minnesota Statute 171.02 sub 2b</p>
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An operator who sustains a conviction as described 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
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DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO
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DATE OF CONVICTION

LOCATION OF OFFENSE	CITY	STATE
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DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:	DATE
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SIGNATURE OF DRIVER	
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This is the only form approved by the Minnesota State Patrol.