



# Albert Lea Schools

Type III Transportation Training

# Type III Transportation Training

This training is intended for individuals who wish to provide Type III Transportation in an Albert Lea School vehicle.

Please ensure you are aware of all District 241 Policies on transportation (Policy 709). All drivers should be adequately prepared both physically and mentally to perform required duties:

- Operate the vehicle in a safe and efficient manner.
- Conducting pre-trip and post-trip inspections of the vehicle.
- Ensure safety, welfare, and orderly conduct of passengers.
- Meeting emergency situations in accordance with operating procedures.
- Communicating effectively with school staff, students, parents, law enforcement and motoring public.
- Completing required reports and paperwork. Reserving vehicle using outlined district methods.
- Completing required training programs successfully.
- Provide maximum safety for passengers during loading, unloading, and refueling.
- Wearing driver's seat belt when operating the vehicle. Ensure all students and passengers are wearing seat belts in school vehicles.

# Type III School Buses

Type III school buses are restricted to passenger cars, station wagons, vans, and buses having a maximum capacity of **10 or fewer people including the driver.**

A van or bus converted to a seating capacity of ten or fewer and placed in service on or after August 1, 1999 must have been originally manufactured to comply with the passenger safety standards.

Type III vehicles must have a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or less.

# What vehicles are not allowed?

Type III vehicles must not be outwardly equipped and identified as a type A, B, C, or D school bus.

**Type III vehicles cannot be yellow in color**, have a stop arm, or be equipped with an eight light system.

Type III vehicles cannot be used to transport students if the vehicle is 12 or more years old.

# Type III Annual Requirements

Training on proper operation of Type III vehicles. This includes review of powerpoint and check for understanding (quiz).

Behind the wheel evaluation and review of pre-trip inspection routines.

Annual Driver license status verification.

# Driver Physical Exam

Per state statute, if a driver is hired solely to drive a Type III vehicle, they must complete a physical examination.

**If a driver is already an employee of the district, the physical examination is not a requirement.**

Should a driver be required to clear a physical, proof of the physical qualification should be kept on hand during operation of the vehicle.

Volunteers may not operate a school owned vehicle under a Type III license. All operators must be school employees.

# Driver Disclosure Requirements

If Type III drivers are convicted of any of the following offenses, they are **required to notify their employer within 10 days** of the conviction:

- DWI
- Disqualifying Offenses
- Moving Violations

\*This includes if the offense took place in their personal vehicle.

Disclosure forms are available from the Minnesota State Patrol website.

# Driver Disqualifications that May Lead to Loss of Driving Privileges

Any felony offense

Some drug related violations

Violation of some specific prohibitions relating to minors

DWI Violations while operating a school vehicle

Other incidents that may lead to loss of driving privileges:

- DWI or implied consent violation that does not take place in a school vehicle
- Alcohol is present or evidence of alcohol consumption in bloodstream
- A 3rd moving violation in three years
- Some offenses identified in federal regulations
- Some misdemeanor offenses
- Some gross misdemeanors if determined to be risk to public safety
- Failure to notify employer of an offense

Type III drivers may be subject to controlled substance/alcohol testing by their employer if the operator's employer has adopted and implemented a policy that provides mandatory drug and alcohol testing of applicants for operator positions and current operators.



## Driver Disqualifications Cont'd

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

A person who is guilty of the above crime, is also guilty of a **gross misdemeanor** 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 School Bus Legislation

Minnesota Statute 171.02 Subdivision 2b

Type III Vehicle Standards are under 169.454

Please review the next 4 slides.

**Subd. 2b. Exception for type III vehicle drivers.** (a) Notwithstanding subdivision 2, the holder of a class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle described in section [169.011](#), [subdivision 71](#), paragraph (h), under the conditions in this subdivision.

(b) The operator is an employee of the entity that owns, leases, or contracts for the school bus.

(c) The operator's employer 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;

(8) safe loading and unloading of students, including, but not limited to:

(i) 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;

(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;

(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;

(iv) placing the type III vehicle in "park" during loading and unloading; and

(v) escorting a pupil across the road under item (iii) 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 paragraph (k), concerning reporting certain convictions to the employer within ten days of the date of conviction.

(d) A background check or background investigation of the operator has been conducted 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 III vehicle under this subdivision.

(e) Operators shall submit to a physical examination as required by section [171.321, subdivision 2](#), and must have in their possession the original or a copy of a current medical examiner's certificate, or otherwise provide proof of being medically qualified, to operate a school bus under this subdivision.

(f) The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under section [181.951, subdivisions 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.

(g) The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required under section [171.321, subdivision 5](#).

(h) A person who sustains a conviction, as defined under section [609.02](#), of violating section [169A.25](#), [169A.26](#), [169A.27](#), or [169A.31](#), or whose driver's license is revoked under sections [169A.50](#) to [169A.53](#) of the implied consent law or section [171.177](#), or who is convicted of violating or whose driver's license is 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.

(i) A person who has ever been convicted of a disqualifying offense as defined in section [171.3215](#), [subdivision 1](#), paragraph (c), may not operate a type III vehicle under this subdivision.

(j) A person who sustains a conviction, as defined under section [609.02](#), 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 vehicle for one year from the date of the last conviction.

(k) An operator who sustains a conviction as described in 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 within ten days of the date of the conviction.

(l) An operator of a type III vehicle whose driver's license is suspended, revoked, canceled, or disqualified by Minnesota, another state, or another jurisdiction must notify the operator's employer in writing of the suspension, revocation, cancellation, lost privilege, or disqualification. The operator must notify the operator's employer before the end of the business day immediately following the day the operator received notice of the suspension, revocation, cancellation, lost privilege, or disqualification.

(m) Students riding the type III vehicle must have training required under section [123B.90, subdivision 2](#).

(n) Documentation of meeting the requirements listed in this subdivision must be maintained under separate file at the business location for each type III vehicle operator. The business manager, school board, governing body of a nonpublic school, or any other entity that owns, leases, or contracts for the type III vehicle operating under this subdivision is responsible for maintaining these files for inspection.

(o) The type III vehicle must bear a current certificate of inspection issued under section [169.451](#).

(p) An employee of a school or of a school district, who is not employed for the sole purpose of operating a type II vehicle, is exempt from paragraphs (e) and (f).

# Type III Transportation Training

The remaining slides will be providing training on the minimum training required by Minnesota State Statute.

- Safe operation of a type III vehicle.
- Understanding student behavior, including issues relating to students with disabilities.
- Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately.
- Knowing and understanding relevant laws, rules of the road, and local school bus safety policies.
- Handling emergency situations.
- Proper use of seat belts and child safety restraints.
- Performance of pre-trip and post-trip vehicle inspections.
- Safe loading and unloading of students.

# Fueling Type III Vehicles

- Students must **never** be in the Type III Vehicle while it is being fueled.

# Safe Loading and Unloading of Type III Vehicles

Safe loading and unloading of students includes:

- Utilizing a safe location for loading/unloading at the curb, on non-traffic side of roadways, or at off-street loading areas. Must avoid hazardous conditions.
- Refrain from loading/unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane.



# Understanding Student Behavior

If you are transporting students that receive special services or students that need special accommodations, please work with the **student's parent/caregiver or teacher.**

- Every student has different needs. It is the responsibility of your employer to ensure you are trained for each student. **Always reach out to your immediate supervisor with questions related to student needs.**
- Although transportation and bus safety is taught in school, not all students may understand all the safety rules necessary for safety in Type III Vehicles.

Students with behavioral disorders may require assigned seats.

Ensure special equipment is properly secured and/or safely stored.

- Crutches, oxygen tanks, adaptive walkers, wheelchairs, etc.

# Encouraging Orderly Conduct

Communicate the rules prior to loading.

Examples of rules for students:

- Stay seated
- Buckle up
- Face forward
- Do not distract the driver

Communicate evacuation/safety plans with students prior to departing.

# Rules for Drivers - Handling Misconduct

- Always put safety first for all students that ride your Type III Vehicle.
- **Safely pull over when there's student or passenger misconduct.** Do not try to remedy the situation while driving.
- Do not allow poor behavior. Ask your immediate supervisor for assistance navigating school policy if poor behaviors are continued.
- All student behaviors that violate school rules should be reported.

# Minnesota State Laws and Rules of the Road

- Always have your valid driver's license in possession while driving.
- Always have a completed pre-trip inspection form for the current day in your possession on the day of operation.
  - For multi-day trips you should complete a new form for each day. Plan in advance prior to departure.
- Ensure all required safety equipment is present when transporting students.
  - First Aid
  - Fire Extinguisher
  - Seat Belt Cutter
- Wear seat belts at all times when operating the Type III Vehicle.
- Must follow all state and federal road laws.
- Must give right of way to pedestrians.
- Ensure student safety.
  - Operate the vehicle with due care.
  - Travel at or below posted speed limits.
  - Be considerate to traffic and road conditions.
- Use due caution at railway crossings. You are not required to stop.
- All students must be in the vehicle when backing up.
- Students should not be in the vehicle when refueling.
- Avoid having students cross the road-way.
- **NO cell phone use while operating the Type III Vehicle. This includes hands-free. Plan accordingly.**

# Emergency Situations

Required emergency equipment for Type III Vehicles includes:

- First Aid Kit for 10 people
- Body Fluid Clean-Up/Spill Kit
- Fire Extinguisher (charged with green zone indicator)
- Seat Belt Cutter (within reach of the driver)

**The above equipment must be secured in the vehicle to prevent movement.**

When equipment is used it is required that it is replaced. Your immediate supervisor should be notified when items need to be replaced.

If any of the above equipment is not located in the driver area, a label should be placed near the driver compartment indicating where the equipment is located.

# Emergency Situations Cont'd

Drivers should plan evacuations for the Type III Vehicle they are using.

Drivers should plan the route before leaving, to avoid distractions while operating.

During pre-trip inspections, the driver should make sure emergency equipment is available.

Before departing, the driver should communicate locations of emergency exits to all passengers.

Driver should make sure all students are dressed for emergency situations. Plan for emergencies and ensure students will be able to handle inclement weather should the situation arise.

Drivers should have a list of contact names and phone numbers in the case of a mechanical problem.

# Post Crash Inspection

A peace officer responding to an accident involving a Type III Vehicle 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
- 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 a tow truck

# Other Safety Considerations

## **State law requires seat belt usage of all passengers in the vehicle.**

It is recommended that students avoid riding in the front passenger seat of a Type III Vehicle until they are twelve years of age and/or adult size.

Drivers should be familiar with the vehicles safety information before being operated.

- Hazard lights, parking brake, emergency exits, etc
- Drivers should consult with the vehicles owners manual for important safety instructions.



## Other Safety Considerations Cont'd

When students under the age of 8 and shorter than 4'9" is being transported by a Type III Vehicle they must be securely fastened in a child passenger restraint system meeting federal motor vehicle safety standards (child seat).

If a student(s) require a passenger restraint system (child seat), it is necessary for the Type III Driver to have training on installing the passenger restraint system.

# Certification/Inspections

Each Type III vehicle is inspected yearly by the Department of Transportation.

Each Type III vehicle should have an inspection decal indicating that it has been inspected within the calendar year.

# Pre-Trip Vehicle Inspections

**Drivers must complete a pre-trip inspection of the vehicle. Pre-trip inspection forms are provided when the vehicle is reserved.**

**A copy of the pre-trip inspection must be kept with the vehicle for the current date.**

While completing the pre-trip inspection, driver's must ensure all items on the checklist are reviewed and indicated on the form.

If there are concerns found during the pre-trip inspection, your immediate supervisor should be contacted. Never operate the vehicle if it is not safe to travel.

If you are not provided pre-trip inspection forms when you reserve the vehicle, please contact your immediate supervisor.

Additional forms can be found online at [www.alschools.org](http://www.alschools.org) or from the MN State Patrol website. However, drivers must have a physical copy of the form, completed and in hand, when transporting students.

If the driver fails to complete a pre-trip inspection, or not bring the documentation along on the trip, it can result in a citation issued by law enforcement to the driver of the Type III Vehicle.

# General Vehicle Inspections

Under the hood:

- Check the oil, coolant, transmission fluid, and wiper fluid.
- Look for cracks in belts and hoses. Ensure all belts are secure.
- Visually review battery connections, ensure they are secure and inspect for corrosion.
- Visually inspect the mechanical components for any fluid leaks.

Walk around the vehicle and inspect for:

- Lights are operational
- Tires have proper inflation and tread
- Mirrors are all operational and adjusted appropriately
- Windows are not cracked
- Wipers function and are not damaged
- Gas cap is in tact/tightened
- Any additional damage
- Fluid leaks

Consult with maintenance and ground supervisor for questions on how to inspect these components.

# General Vehicle Inspections, Cont'd

Check the following gauges:

- Turn signal indicator
- Look for ABS light/indicator
- Headlamp indicator/High beam indicator
- Horn
- Windshield wiper operation and washer fluid
- Low tire pressure monitoring system
- Dashboard and interior lights
- Fuel levels

Adjust seat position and mirrors.

Ensure all seat belts are functional.

Check emergency equipment.

**At the end of every trip, drivers should maintain the vehicle cleanliness and check for any students that have fallen asleep or left items behind. Also drivers should record the mileage of the vehicle as it's returned, along with any notes of vehicle concerns.**

Each Type III school bus will be different, but know and learn the other fluids to be checked under the hood such as the brake fluid being pointed out here.



Source: Southwest Service Cooperative

<https://www.swsc.org/cms/lib/MN01000693/Centricity/Domain/69/Type%20III%20Presentation%201-3-20.pdf>

# Check Tires

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- ❖ Irregular tire wear can be spotted early when tires are checked daily
- ❖ Blow outs are not only frightening but can also result in loss of vehicle control
- ❖ Blow outs can result in accidents, inconvenience, lost time, and increased cost
- ❖ Road calls or Towing are often necessary
- ❖ Worn tires create balance and alignment issues as well
- ❖ If lug nuts are exposed, ensure they are tight and secure

Source: Southwest Service Cooperative

<https://www.swsc.org/cms/lib/MN01000693/Centricity/Domain/69/Type%20III%20Presentation%201-3-20.pdf>

Always check tire tread depth,  
Front tires  $4/32$  inch, rear  $2/32$  inch



Source: Southwest Service Cooperative

<https://www.swsc.org/cms/lib/MN01000693/Centricity/Domain/69/Type%20III%20Presentation%201-3-20.pdf>



# Resources

[Pre-Trip Inspection Forms](#)

[MN House Research Department - School Transportation Regulation July 2023](#)

[Albert Lea Schools - Policy 709](#)

[SWSC Training Resource](#)