



Type III Driver Guide

All employees who wish to transport students in a school owned or leased vehicle must complete Type III driver license training. In order to utilize Albert Lea School owned or leased vehicles for Type III transportation purposes, the training procedures listed below must be completed. Type III certification is required yearly for all staff who intend to drive students in a district owned or leased vehicle. Each year, in early September, an email will be sent to all Albert Lea school staff with these instructions on an annual basis.

- **Complete the online training components.**
Staff are asked to review a presentation outlining laws and policy regarding Type III transportation.
- **Complete an online quiz.**
Staff must complete an online quiz that will check for understanding of student safety and laws surrounding Type III transportation.
- **Complete in person training.**
This will be a behind the wheel session with a certified driver's education instructor. They will also provide instruction on safe operation of a motor vehicle, student safety reminders, and pre-trip and post-trip instructions.
- **Complete a Driver License Verification Form.**
This is a necessary component prior to becoming approved to transport students in a school vehicle.

All questions regarding becoming an approved Type III driver for Albert Lea Schools should be directed to Paul Durbahn at 507-379-4808 or paul.durbahn@alschools.org.

To reserve a school vehicle the following procedures should be taken:

- Submit a reservation request with the appropriate contact. Requests should include date(s), departure time, destination, which department/activity, and a specific roster that includes which students will be traveling in the vehicle and who the certified driver will be.
- Schedule a time during school business hours to check out the vehicle gas card, pre-trip inspection forms, vehicle use form, and key.
- Upon completion of the trip, the driver should re-fuel the vehicle and complete any necessary steps on the trip forms.
- Return the fully refueled vehicle immediately upon return from the trip. Return the key and all completed forms the day of or the next business day following the trip. At this time an expense voucher should be completed for the expense of any gas used to be billed to the appropriate department.
- Drivers should notify their immediate supervisor with any concerns from the trip.

All requests are pending approval from the scheduler. Approval is based on van/vehicle availability and review of the requested driver and purpose of the vehicle use.

Albert Lea Schools has the right to not allow employees to use Type III vehicles at their discretion.

To reserve a school vehicle:

SWSM and ALHS Activities (Athletics, Arts, Clubs, etc)

Megan LeBrun
Megan.lebrun@alschools.org
507-379-5345

All Other District Reservations

Paul Durbahn
Paul.durbahn@alschools.org
507-379-4808