



# Type III School Bus Training



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# Type III School Bus Training

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This training will provide valuable information for the safe operation of a Type III School Bus.

You should check with your district or bus contractor for specific policies and procedures regarding Type III school bus operations to ensure your compliance with applicable items.

Your individual school district or bus contractor's policies may be more restrictive than the minimum requirements set forth by the State of Minnesota and must be followed as directed.

# What are some Types of School Buses?

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A Type “A” school bus is a van conversion or bus constructed utilizing a cutaway front section vehicle with a left-side driver’s door. The Gross Vehicle Weight Rating (GVWR) is less than or equal to 14,500 pounds or Type A II with a GVWR greater than 14,500 pounds and less than or equal to 21,500 pounds.



A Type “C” school bus is constructed utilizing a chassis with a hood and front fender assembly. The entrance door is behind the front wheels. A “type C school bus” has GVWR greater than 21,500 pounds.

Type C are the most common type of bus used.



# What is a Type III School Bus?

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Type III school buses and type III Head Start buses 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.**

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.

**They have a Gross Vehicle Weight Rating (GVWR) of 10,000 pounds or less.**



# What is NOT Allowed?

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

They cannot be yellow in color, have a stop arm, or the eight light system.

A Type III school bus cannot be used to transport students if the vehicle is model year 2007 or older.



# Type III School Bus Legislation

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The specific laws governing Type III School Bus operations in Minnesota is located under [Minnesota Statute \(MS\) 171.02 subdivision 2b](#).

Type III Vehicle Standards are located under [MS 169.454](#).

Many other rules, regulations, and laws governing Type III school buses are located within different sections of Minnesota State laws. Please consult with your district or private contractor for additional information.

# Type III School Bus Legislation

## MS 171.02 sub. 2b

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At a minimum a Type III school bus driver must receive training and certification in the:

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



# Fueling

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Students must never be in the Type III school bus while it is being fueled.

**There are no exceptions to this rule.**



# Minnesota State Laws and Rules of the Road

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- ❖ Must have your driver license in possession while driving.
- ❖ Must have a current/signed/completed pre-trip inspection form in your possession for the current day of operation.
- ❖ State law requires you to wear your seat belt at all times when operating the Type III school bus.
- ❖ Must follow all state and federal road laws.
- ❖ Must give the right of way to pedestrians.
- ❖ Must operate the vehicle with due care in consideration of traffic and road conditions. This may require you to drive slower than the posted speed limits to ensure student safety.

# Rules of the Road Cont.

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- ❖ You are not required to stop at railroad crossings, but instead use due caution.
- ❖ You are responsible to ensure all required safety equipment is present when transporting students.
- ❖ All students must be in vehicle while you are backing up.
- ❖ Ensure compliance with local school bus safety policies adopted by your district.
- ❖ Having students cross the roadway to or from a Type III school bus **should be avoided**. If unavoidable, the driver or an aide must personally escort the student across the street. If the driver does the escorting, the driver must stop the motor, remove the key from the ignition, and set the brake.

# Understanding Student Behavior

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- ❖ There may be different types of disabilities. Special needs students may not fully understand all the safety rules necessary for a safe ride. Your employer must provide you this training.
- ❖ Know that if a routine is changed, some special needs students will not fully understand and may act out.
- ❖ Questions you may have regarding a particular special needs student(s) may be best answered by their parent, guardian, or teacher.
- ❖ Some special needs students with behavioral disorders may require assigned seats.
- ❖ Always make sure special equipment is properly secured  
(i.e. crutches, oxygen, adaptive walkers, wheelchairs, etc)



# Encouraging Orderly Conduct

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Control behavior by communicating the rules.

## Students:

- ❖ Stay seated
- ❖ Stay buckled up
- ❖ Face forward
- ❖ Do not distract the driver

## Drivers:

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



# Personal Cellular Phone Call Prohibited

**MS 169.443 sub 9**

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A school bus driver **may not** operate a school bus, or Type III school bus, while communicating over, or otherwise operating, a cellular phone for personal reasons, **whether handheld or hands free**, when the vehicle is in motion or part of traffic.

**This includes text messaging.**



# Handling Emergency Situations

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

- ❖ **First Aid Kit** for 10 people – synthetic vinyl gloves (**No Latex**)
- ❖ **Body Fluid Clean up/Spill Kit**
- ❖ **Fire Extinguisher**, charged and in the green zone on the indicator
- ❖ **Seat Belt Cutter** (**within reach of the driver**)

Ensure that if you use any safety equipment *you* replace it or notify a supervisor to have it replaced

Type III school bus emergency equipment must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment. If emergency equipment is not located in the driver area, a label shall be located in the driver compartment indicating the location of the emergency equipment.



In this picture, the equipment is mounted to the floor, in other cases it may be secured in a bag or container.



# EMERGENCY SITUATIONS

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- ❖ Plan evacuations for your Type III school bus
- ❖ Plan your route before you leave to avoid an emergency situation
- ❖ Make sure all safety equipment is available if needed
- ❖ Make sure the students know all the exits and how to use them
- ❖ Make sure all students are dressed for inclement weather in case your Type III school bus is unable to provide a proper shelter until help arrives
- ❖ Keep a list of contact names and phone numbers in case of a mechanical problem

# Proper Use of Seat Belts and Child Safety Restraints

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## Seat Belt Requirements – [MS 169.686](#)

- ❖ State law requires seatbelt usage of all passengers in the vehicle.
- ❖ Check with your district or private carrier concerning any additional seat belt usage policies.
- ❖ Air bag technology has improved over the years, however air bags can still present a significant danger to students.
- ❖ It is recommended students avoid riding in the front passenger seat of a Type III school bus until they are thirteen years of age and/or adult size
- ❖ Always consult the vehicle owners manual for important safety information for the vehicle being operated.

# Child Passenger Restraint Requirements

**MS 169.685 sub 4 (a)**

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- (1) A child who is younger than two years of age must be properly restrained in a rear-facing child passenger restraint system with an internal harness, until the child reaches the weight or height limit of the child passenger restraint system;**
- (2) A child who is at least two years of age and exceeds the rear-facing weight or height limit of the child passenger restraint system must be properly restrained in a forward-facing child passenger restraint system with an internal harness, until the child reaches the weight or height limit of the child passenger restraint system;**
- (3) A child who is at least four years of age and exceeds the weight or height limit of the forward-facing child restraint system must be properly restrained in a booster seat and secured with a safety belt.**

New requirements effective August 1, 2024

# Child Passenger Restraint Requirements

**MS 169.685 sub 4 (a)**

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**(4) A child who is at least nine years of age or exceeds the weight or height limit of the child passenger restraint system or booster seat must be secured with a safety belt adjusted and fastened around the child's body to fit correctly.** The safety belt fits correctly when the child sits all the way back against the vehicle seat, the child's knees bend over the edge of the vehicle seat, the lap strap fits snugly across the child's thighs and lower hips and not the child's abdomen, and the shoulder strap snugly crosses the center of the child's chest and not the child's neck;

**(5) A child who is younger than 13 years of age must be transported in the rear seat of a motor vehicle, when available, and must be properly restrained in a child passenger restraint system or booster seat or secured with a safety belt**

New requirements effective August 1, 2024

# Performance of Pre Trip Vehicle Inspections

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- ❖ A daily pre trip inspection of the vehicle must be completed by the driver or the designated person.
- ❖ A copy of the pre-trip must be kept with the vehicle for the current date.
- ❖ While completing your pre-trip inspection, ensure all items are checked using your pre-trip inspection form.
- ❖ Contact your supervisor if you don't find pre-trip forms in the school bus or are having difficulty completing it.
- ❖ Not completing a pre-trip form will result in a citation being issued by law enforcement to the driver of the Type III school bus.

# Pre-Trip Inspection Forms

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All evaluation and inspection forms are available online at the Department of Public Safety

<https://dps.mn.gov/divisions/msp/commercial-vehicles/Pages/school-bus-safety.aspx>

# TYPE III SCHOOL BUS DAILY PRE-TRIP INSPECTION REPORT

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

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

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

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

**Driver Comments or explanation of defect(s) discovered:**

**TURN IN COMPLETED FORM**

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

# Conduct External Inspection

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## Mechanical checks under hood

- ❖ Check the oil, coolant, transmission fluid and washer fluid
- ❖ Belts and hose
- ❖ Battery connections and securement
- ❖ Look for fluid leaks



## Walk around inspection

- ❖ All lights
- ❖ Tires (visually inspect for proper inflation also)
- ❖ Mirrors
- ❖ Windows
- ❖ Windshield wipers
- ❖ Gas cap
- ❖ Vehicle damage





There are various Type III school buses and the locations of the oil filler cap and dip stick may be in different locations. Consult with a supervisor or shop maintenance personnel for assistance in locating these items.



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.



# 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

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



Edge of coin to top  
of head 4/32"

# Conduct Internal Inspection

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## Check gauges and or lights

- ❖ Turn signal indicators
- ❖ ABS light
- ❖ Headlamp indicator (high beam)
- ❖ Horn
- ❖ Windshield wiper operation including the washer fluid
- ❖ Low tire pressure monitoring system if so equipped (TPMS)
- ❖ Dashboard and interior lights
- ❖ Fuel
- ❖ Adjust all mirrors to give you a clear view
- ❖ Adjust the driver seat position for your comfort and vehicle control
- ❖ Ensure ALL seat belts are available for use and are functional
- ❖ Emergency equipment

# School Bus Annual Inspection Decal

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



Example: If the annual inspection was completed January 2024, it will remain valid through January 2025 before expiring.



# Pre-trip Routine

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The best way to ensure that a thorough Pre-trip inspection is completed is to develop a routine.

After you are done under the hood, we recommend you proceed around the vehicle in a counter clockwise manner checking, not only the components, but also check for body damage and anything out of the ordinary.



# “What if I find something wrong during the pre-trip inspection?”

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If you discover a mechanical problem during the pre-trip inspection, contact a supervisor or maintenance shop personnel to ensure repairs are made *prior to operating* the Type III school bus.





# Safe Loading and Unloading of Students

**MS 171.02 sub 2b, 8 (i), (ii)**

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Safe loading and unloading of students includes (but is not limited to):

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;

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

# Safe Loading and Unloading of Students

**MS 171.02 sub 2b 8 (iii), (iv), (v)**

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Because Type III school buses do not have the traffic-controlling features that Types A, B, C, and D school buses have, they are operated a little differently.

Avoid 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.

The driver must place the Type III school bus in “park” during loading and unloading; and escort a pupil across the road only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile.

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



# Annual Requirements

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The following must be performed ANNUALLY:

- ❖ Training on proper operation of a Type III school bus
- ❖ Behind the wheel evaluation
- ❖ Pre-trip evaluation
- ❖ School bus driver evaluation certification
- ❖ Annual Driver License Status Verification MS 171.02 sub. 2b (g)

A Type III school bus operators driver license must be verified annually by the entity that owns, leases, or contracts for the Type III school bus to ensure the driver meets the qualifications with a valid license.

# Physical Examination of Driver

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- ❖ Type III school bus drivers **hired solely** to operate a Type III school bus must submit to a physical examination as required by **MS 171.321, subdivision 2b (e)**.
  - An employee of a school or of a school district, who is not employed for the **sole purpose** of operating a Type III school bus is exempt from a physical examination **MS 171.02 sub. 2b (p)**
- ❖ **IF** you are required to submit to a physical exam, you **must** carry physical examination card with you while operating a Type III school bus as this will be the only proof of your physical qualification.

# Disclosure Requirements

**MS 171.02 sub 2b**

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- ❖ Employee notification requirements to be given to your employer of:
  - ❖ DWI
  - ❖ Disqualifying offenses
  - ❖ Moving violations
  
- ❖ The employee is required to disclose in writing **within ten (10) days of conviction** any of the above violations to the employer, **including those occurring in a personal vehicle.**

# Sample Disclosure Form

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A sample form can be found at:

<https://dps.mn.gov/divisions/msp/commercial-vehicles/Pages/school-bus-safety.aspx>

**Type III School Bus Driver  
Notification to Employer  
Of  
Violation**

- Alcohol Related Offense (Minnesota Statute 169A)  
→ Disqualifying Offense (Minnesota Statute 171.3215 sub 1)  
→ Moving Violation (Minnesota Statute 169)

Minnesota Statute 171.02 sub 2b

An operator who sustains a conviction as describe in 171.02 sub 2b paragraph (h), (i) or (j) while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer(s) in writing within 10 days of such conviction.

DRIVER NAME (First Name, MI, Last Name)

STATE

DRIVER'S LICENSE NUMBER

DID THE VIOLATION HAPPEN IN A CMV?

☐ YES    ☐ NO

DATE OF CONVICTION

LOCATION OF OFFENSE

CITY

STATE

DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION,  
OR CANCELLATION OF DRIVING PRIVILEGES:

DATE

SIGNATURE OF DRIVER



# Disqualification – Moving violations

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

A person who sustains a conviction of a moving offense in chapter 169 **within three years of the first of three** other moving offenses is precluded from operating a Type III school bus for one year from the date of the last conviction.

DPS Citation Number ☐ Guilty ☐ Nolo Contendere (DPS USE) S51  
M003140  
SPEEDING 73 MPH in 70 MPH Zone Pace Radar Plane Other  
Violation Description  
SPEEDING (1-10 MPH OVER LIMIT)  
Contrary to Title T47 O.S., Section 11-801.B  
Minimum Fine and Costs \$210.75  
Officer's Remarks:

This includes those occurring in a personal vehicle.

Example:

- 10-30-2021 Speed
- 06-27-2022 Speed
- 03-31-2023 Speed
- 05-10-2024 Disobey sign (**triggering conviction**)

Loss of Type III driving privileges for one (1) year from the last conviction, eligible for reinstatement 05-11-2025.

# Loss of Driving Privileges Driving While Intoxicated (DWI)

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

Convictions of any DWI laws, including those occurring in a personal vehicle, will automatically result in a five (5) year disqualification of your Type III school bus driving privilege.



# Criminal Background Investigations

## MS 171.02 sub 2b

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All Type III school bus operators are subject to initial background check or background investigation of the operator that meets the requirements under [MS 122A.18, subdivision 8](#) or

- ❖ [MS 123B.03](#) for school district employees;
- ❖ [MS 144.057](#) or [Chapter 245C](#) for day care employees; or
- ❖ [MS 171.321, subdivision 3](#), for all other persons operating a Type A or Type III school bus under this subdivision

# Controlled Substance and Alcohol Testing

## MS 171.02 sub 2b (f)

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- ❖ [MS 181.951](#), subdivisions
  - ❖ Sub 2: Job applicant (pre-employment) testing
  - ❖ Sub 4: Random testing
  - ❖ Sub 5: Reasonable suspicion testing
    - ❖ Post crash / work related vehicle accident

Type III school bus drivers operating a Type III school bus may be subject to controlled substance / alcohol testing by your employer if the operator's employer has adopted and implemented a policy that provides mandatory drug and alcohol testing of applicants for operator positions and current operators, in accordance with [MS 181.951, subdivisions 2, 4, and 5](#).

# Zero Tolerance Alcohol

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

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### Subdivision 1. Crime described

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

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

# Zero Tolerance Alcohol

## **MS 169A.31** Alcohol – Related School Bus – Driving

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### Subdivision 2. Gross misdemeanor alcohol-related school bus driving

A person who violates subdivision 1 is guilty of gross misdemeanor alcohol-related school bus (includes a Type III vehicle) or Head Start bus driving if:

- 1) The violation occurs while a child under the age of 16 is in the vehicle, if the child is more than 36 months younger than the violator; or
- 2) The violation occurs within ten years of a qualified prior impaired driving incident.

# Type III Vehicle Post Crash Inspection

## Requirement **MS 169.4511**

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

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

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

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This presentation provides a basic understanding of the requirements for a Type III school bus driver.

Please remember the regulations, rules and laws governing school bus operations are subject to change which will require continuing education and updates.

Follow your employer's policy and procedures to verify your training requirements for Type III school bus training before you start driving students.

# Resources

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For a complete list Minnesota Department of Education Transportation Division website at:

<https://education.mn.gov/MDE/dse/schfin/Trans/>

Department of Education Home page:

<http://education.state.mn.us/MDE/index.html>

Department of Public Safety Type III School Bus Information:

<https://dps.mn.gov/divisions/msp/commercial-vehicles/pages/school-bus-safety.aspx>

# Type III Bus Driver Quiz

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Click on the link below

[Type III Quiz](#)