



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: TYPE III VEHICLES, DRIVER TRAINING, AND USE

1. PURPOSE

The purpose of this procedure is to establish clear expectations for Type III driver authorization, training, operational requirements, and accountability for employees transporting students in district-owned, leased, or authorized vehicles. These procedures are intended to support student and staff safety, legal compliance, operational consistency, and appropriate documentation practices.

2. SCOPE

This procedure applies to all employees, coaches, advisors, volunteers, and other individuals authorized by the school district to transport students in Type III vehicles for school-related activities, programs, or functions.

3. DEFINITIONS

- 3.1 A Type III vehicle is a passenger vehicle, van, SUV, or similar vehicle designed to transport ten (10) or fewer occupants, including the driver, and a gross vehicle weight rating of 10,000 pounds or less.
- 3.2 Type III transportation includes student transportation provided in district-owned, leased, rented, or authorized vehicles other than traditional yellow school buses.

4. DOCUMENTATION AND RECORDKEEPING

- 4.1 The Activities Director and Business Manager shall maintain documentation demonstrating completion of required training and authorization requirements.
- 4.2 Driver qualification documentation may include:
 - Driver authorization forms
 - Training certificates or verification records
 - Behind-the-wheel evaluation documentation
 - Driver's license verification
 - Driving record reviews
 - Signed acknowledgment of district transportation procedures
- 4.3 Employees may not transport students unless all required documentation is current and on file with the district.

5. DRIVER ELIGIBILITY REQUIREMENTS

- 5.1 Drivers must possess a valid Minnesota driver's license appropriate for the vehicle being operated.
- 5.2 Drivers must be approved by the Business Manager prior to transporting students.
- 5.3 Drivers must complete all required Type III training requirements prior to transporting students.
- 5.4 Drivers must maintain an acceptable driving record consistent with district expectations and insurance requirements.
- 5.5 Drivers must immediately notify the district's Business Manager within 48 hours of any license suspension, revocation, restriction, traffic violation affecting driving eligibility, or other condition that may impact their ability to transport students safely.

6. REQUIRED TRAINING

- 6.1 Prior to transporting students, drivers must complete district-approved Type III driver training.
- 6.2 Required training shall include, but is not limited to:
 - Minnesota Type III transportation laws and requirements
 - Student safety responsibilities
 - Defensive driving practices
 - Emergency procedures and accident response
 - Vehicle inspection expectations
 - Loading and unloading procedures
 - Student conduct management
 - Distracted driving and cell phone restrictions
 - Weather-related driving considerations
 - Documentation and reporting expectations
- 6.3 Drivers must complete a required behind-the-wheel evaluation and vehicle familiarization process established by the district.
- 6.4 Behind-the-wheel evaluation and vehicle familiarization process trainings will be scheduled by the district in August, October, January, and March of each school year.
- 6.5 Drivers must complete refresher training annually or as otherwise required by law or district procedure.

7. VEHICLE OPERATION REQUIREMENTS

- 7.1 Seat belts must be worn by all occupants at all times.
- 7.2 Drivers are expected to operate vehicles in a safe, lawful, and professional manner.
- 7.3 Drivers must comply with all Minnesota traffic laws and district expectations.
- 7.4 Use of handheld electronic devices while driving is prohibited except as allowed by law.
- 7.5 Smoking, vaping, alcohol, illegal substances, or inappropriate conduct are prohibited in district vehicles.
- 7.6 Drivers may not exceed the manufacturer's approved passenger capacity or transport students in unsafe conditions.

8. VEHICLE INSPECTION AND SAFETY

- 8.1 Drivers are responsible for conducting a visual pre-trip inspection prior to transporting students.
- 8.2 Drivers must report safety concerns, warning lights, maintenance issues, or damage immediately to the designated district contact.
- 8.3 Vehicles used for student transportation must contain required safety equipment consistent with Minnesota requirements and district expectations. If any required safety equipment is missing or incomplete, drivers are responsible for letting the Buildings and Grounds Director know about this.

9. ACCIDENTS, INCIDENTS, AND REPORTING

- 9.1 Any accident, traffic citation, injury, vehicle damage, or mechanical issue involving student transportation must be reported immediately to the Business Manager.
- 9.2 Drivers must cooperate fully with district documentation, investigation, insurance, and reporting procedures.
- 9.3 Emergency situations involving student injury or safety concerns must be reported immediately to emergency responders and then to the Business Manager and district administration.

10. ACCOUNTABILITY AND COMPLIANCE

- 10.1 Employees are individually responsible for complying with all Type III transportation requirements, district procedures, and safety expectations.
- 10.2 Failure to comply with district transportation procedures may result in:
 - Suspension or revocation of driving authorization
 - Required retraining
 - Corrective or disciplinary action
 - Other consequences consistent with district policy and applicable agreements
- 10.3 The district reserves the right to deny or revoke driving privileges when necessary to support student safety, legal compliance, or operational needs.

11. REVIEW AND REVISION

The school district reserves the right to revise or modify these procedures as needed to maintain compliance with Minnesota law, insurance requirements, and district operational expectations.