



# Type III School Bus Training



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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.

# This cannot be allowed to happen, again!



May 17, 2007 at 4:05 pm this Type III school bus (van) slams into the rear of a stopped school bus dropping off at a student stop. The Type III driver and the 14 year female student are killed in the crash...

# Definition of a Type III School Bus

(MS 169.011 subd. 71)

A "type III vehicle" is restricted to passenger vehicles and buses having a maximum manufacturer's rated seating capacity of ten or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D school bus or type A, B, C, or D Head Start bus. 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.



# Annual Requirements

(MS 171.02)

- Training on proper operation of a Type III school bus.
- Behind the wheel evaluation
- Pre-trip evaluation
- School bus driver evaluator certification
- Annual Driver License Status Verification

# Type III School Bus Legislation

(MS 171.02 sub. 2b)

At a minimum a Type III school bus driver must receive training and instruction 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.

## Safe operation of a Type III vehicle -Continued-

- Ensure you are well rested before driving
- Always practice defensive driving skills
- Follow all state and federal laws governing vehicle operations
- Do not speed
- Maintain a safe following distance based on traffic and road conditions
- When passing adhere to pavement markings, signage and applicable laws
- Yield right of way to pedestrians as required by law (MS 169.21)
- Never use an unsafe vehicle and all safety equipment is present (pre-trip violations, etc.)
- Know how to operate all equipment on the vehicle and consult the vehicles owners manual for specifics for the vehicle.
- Students **cannot** be in the vehicle while it is being fueled
- All students must be in the vehicle before backing up

# 1. Safe operation of a Type III vehicle

The Smith System of Defensive Driving is a series of driving techniques that reduce the likelihood of being involved in a crash. Five keys to space cushion driving:

## 1. Aim high in steering.

- Look further ahead to identify changing traffic conditions.

## 2. Get the big picture.

- Traffic conditions continually change, look around and be prepared.

## 3. Keep your eyes moving.

- Scan traffic and mirrors, don't focus or concentrate on just what's ahead.

## 4. Leave yourself an out.

- Maintain a safe following distance and adjust your driving as traffic conditions change. Be aware of the space cushions around your vehicle in case you have to take evasive action.

## 5. Make sure they see you.

- Turn lights on for safety and maintain good lane position.



## **2. Understanding student behavior, including issues relating to students with disabilities**

- There are different types of disabilities you will need to be aware of based on the student(s) being transported. Your employer must provide you this training.
- Special needs students may not fully understand all the safety rules necessary for their safe ride which presents challenges to you as a driver.
- If the regular transportation routine is changed some special needs students will not understand and may act out.
- Many questions you have regarding a particular student's special needs may best be answered by their parent, guardian, caregiver or teacher.
- Seat assignments may be needed in some cases.
- Always make sure special equipment is properly secured e.g. crutches, oxygen, adaptive walkers, wheelchairs, etc.

### **3. Encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately.**

Control behavior by clearly communicating the rules:

- Always put student safety first
- Stay seated
- Stay buckled up
- Face forward
- Do not distract the driver while driving
- Deal with misconduct.
  - You may need to pullover in a safe location to address the behavior.
- Do not allow bad behavior to go unchecked as it will only get worse if allowed to continue.
- Know your district/company discipline policy and ask for help when necessary.
- All breaches of student discipline must be reported per the districts policies.



#### **4. Knowing and understanding relevant laws, rules of the road and local school bus safety policies;**

- There are many laws that govern operations of Type III school buses; basic traffic law, distracted driving, cell phone use, seat belt use, obeying speed limits and other laws.
- Many other rules, regulations and laws governing Type III vehicles are located within different sections of Minnesota State Statute, Rules and the Minnesota Driver License Manual.
- Please consult with your district or private contractor for additional information.

## Physical Examination of Driver (Medical or Health Card)

- Type III school bus drivers hired solely to operate a Type III school bus must submit to a physical examination as required by section 171.321, subdivision 2b (e).
- 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.

# Violation Disclosure Requirements

## (MS 171.02 Subd. 2b)

- 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.

Type III School Bus Driver Notification to Employer Of Violation	
<small>Alcohol Related Offense (Minnesota Statute 169A)            Driving While Intoxicated (Minnesota Statute 171.3319 sub 1)            Moving Violation (Minnesota Statute 168)            Minnesota Statute 171.02 sub 2b</small>	
<small>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.</small>	
DRIVER NAME (First Name, MI, Last Name)	STATE
DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CAR? <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	

# Disqualification

## Moving violations example

(MS 171.02 Subd. 2b)

A person who sustains a conviction for 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 school bus for one year from the date of the last conviction.

Example:	02-10-2014	Speed
	11-21-2014	Speed
	12-31-2015	Speed
	03-10-2016	Disobey sign <b>(triggering conviction)</b>

Loss of Type III driving privileges for one (1) year from the last conviction (03-11-2017), eligible for reinstatement

# Loss of Driving Privileges Driving While Intoxicated (DWI)

- 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 Subd. 2b)

All Type III school bus operators are subject to an initial background check or background investigation of the operator 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 A or Type III school bus under this subdivision.



# Controlled Substance and Alcohol Testing

(MS 171.02 Subd. 2b)

- MS 181.951 Authorized Drug and Alcohol Testing

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 for mandatory drug and alcohol testing of applicants for operator positions and current operators, in accordance with section 181.951;

- Subd. 2. Job applicant testing
- Subd. 4. Random testing
- Subd. 5. Reasonable suspicion testing

# Personal Cellular Phone Call Prohibited

(MS 169.443 sub 9)

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 hand-held or hands free, when in motion or part of traffic. **This includes text messaging.**



# School Bus Annual Inspection Decal

Ensure the Type III school bus has a current inspection decal. The annual inspection is valid for one year from the month it was inspected in.

An example, if the annual inspection was completed January 2016, it will remain valid through January 2017 before expiring.



## 5. Handling emergency situations

### **Emergency Equipment every Type III Vehicle must have**

- First Aid Kit – synthetic vinyl gloves (No Latex)
- Body Fluid Clean up/Spill Kit
- Fire Extinguisher, charged and in the green zone on the indicator
- Ensure that if you use any safety equipment *you* replace it or notify a supervisor to have it replaced.

**\*\*\*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.**

### **Other**

- Seat Belt Cutter shall be located within the reach of the driver.

### **When to Evacuate**

- In case of fire, broken down in an unsafe location or other life threatening situation.

Type III school bus emergency equipment must be properly secured in the vehicle to prevent movement.

In this picture the equipment is mounted to the floor. It may also be secured in a bag or container.



# Emergency Preparedness

- Plan your route before you leave
- Plan evacuations for your Type III school bus
- Make sure the students know all the exits and how to use them
- Make sure all students are dressed for the weather conditions
- Make sure that all safety equipment is available and ready for use.
- Keep a list of contact names and phone numbers in case of a mechanical problem

## 6. Proper use of seat belts and child safety restraints

### Seat Belt Requirements- MS169.686

- 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 in the front seat.
- It is recommended students avoid riding in the front passenger seat of a Type III school bus until they are twelve years of age and/or adult size.
- Always consult the vehicle owners manual for important safety information for the vehicle being operated.

# Booster Seat Requirements

(MS 169.685 Subd. 5(a))

Every motor vehicle operator, when transporting a child who is *both* under the age eight and shorter than four feet nine inches on the streets and highways of this state in a motor vehicle equipped with factory-installed seat belts, shall equip and install for use in the motor vehicle, according to the manufacturer's instructions, a child passenger restraint system meeting federal motor vehicle safety standards.



# #7 Performance of pre trip vehicle inspections

- 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.
- 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.

TYPE III SCHOOL BUS DAILY PRE-TRIP INSPECTION REPORT		
District / Carrier _____ Date _____		
Bus Number _____ Starting Mileage _____ Ending Mileage _____		
Driver Name / Title or Designation _____		
	CHECKED OK	CHECKED OK
<b>MECHANICAL, CRITICAL</b> *Headlight (SEE IN SPANISH)	[ ]	[ ]
Oil level	[ ]	[ ]
Power steering fluid	[ ]	[ ]
Transmission fluid	[ ]	[ ]
Windshield washer fluid	[ ]	[ ]
Water pump	[ ]	[ ]
Power steering pump	[ ]	[ ]
Check belts and hoses	[ ]	[ ]
Check for leaks	[ ]	[ ]
Wheel: tire, lug, rim	[ ]	[ ]
Tires: date, rotation, level	[ ]	[ ]
Road level / level, parking	[ ]	[ ]
Brakes, shock absorbers	[ ]	[ ]
Fuel gauge (level)	[ ]	[ ]
<b>EXTERNAL INSPECTION:</b>		
Light: signal, stop, headlight	[ ]	[ ]
License plate light	[ ]	[ ]
Door and mirrors	[ ]	[ ]
Washer glass	[ ]	[ ]
Fuel tank	[ ]	[ ]
Exhaust	[ ]	[ ]
<b>INTERNAL INSPECTION:</b>		
Engine running, parking brake set	[ ]	[ ]
Oil pressure light	[ ]	[ ]
Alternator/volts	[ ]	[ ]
Lighting indicators	[ ]	[ ]
Steering play	[ ]	[ ]
Horn	[ ]	[ ]
Clutch/brakes	[ ]	[ ]
Master/slave	[ ]	[ ]
Mirrors	[ ]	[ ]
Windshield	[ ]	[ ]
Wipers / Washer	[ ]	[ ]
Seatbelt/emergency equipment	[ ]	[ ]
Bus anti-theft	[ ]	[ ]
Road and body fluid cleanup kit	[ ]	[ ]
Seat belt cutter	[ ]	[ ]
Seat gauge	[ ]	[ ]
Seat belts	[ ]	[ ]
Child restraints / car seats	[ ]	[ ]
<b>WINDSHIELD - IGA, L</b>		
Anchor points, locks, straps, if inspection, airlock safety system functional	[ ]	[ ]
Driver Comments or explanation of abnormal observations		
<b>TURN IN COMPLETED FORM</b>		
Form completed by: _____ Date _____		Revised 8/13

# Pre-trip form must be filled out and signed

- While completing your pre-trip inspection ensure all items are checked using your pre-trip inspection report form. If you discover a missing required inspection return to that item and check it.
- 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.

**TYPE III SCHOOL BUS  
DAILY PRE-TRIP INSPECTION REPORT**

Driver: \_\_\_\_\_ Date: \_\_\_\_\_  
Bus Number: \_\_\_\_\_  
Driver Name: \_\_\_\_\_

GENERAL CHECKS	WARRANTY INSPECTIONS
1. Chassis/Frame	2. Right mirror, steering frame etc.
2. Tires	3. Suspension
3. Brakes	4. Steering
4. Lights	5. Clutch
5. Horn	6. Gear shift
6. Windshield wipers	7. Brakes
7. Door	8. Horn
8. Chassis	9. Fuel
9. Oil	10. Water
10. Fluids	11. Air
11. Belts	12. Grease
12. Batteries	13. Electrical
13. Windows	14. Safety
14. Mirrors	15. Other
15. Seats	
16. First Aid Kit	
17. Fire Extinguisher	
18. Spare Tire	
19. Spare Wheel	
20. Spare Valve	
21. Spare Chain	
22. Spare Lug	
23. Spare Nut	
24. Spare Washer	
25. Spare Seal	
26. Spare Grease	
27. Spare Oil	
28. Spare Water	
29. Spare Air	
30. Spare Grease	
31. Spare Oil	
32. Spare Water	
33. Spare Air	
34. Spare Grease	
35. Spare Oil	
36. Spare Water	
37. Spare Air	
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87. Spare Oil	
88. Spare Water	
89. Spare Air	
90. Spare Grease	
91. Spare Oil	
92. Spare Water	
93. Spare Air	
94. Spare Grease	
95. Spare Oil	
96. Spare Water	
97. Spare Air	
98. Spare Grease	
99. Spare Oil	
100. Spare Water	

DRIVER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Conduct an external inspection

- 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



# Conduct Interior Inspection

- 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 is 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 functional
- Emergency equipment

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

## Good Question

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.

## 8. Safe loading and unloading of students.

(MS 171.02 sub. 2b, 8 (i))

The driver of a Type III school bus **shall** place the transmission in ***park*** while loading or unloading of students is occurring.

Safe loading and unloading of students, including, but not limited to:

1. The curb, on the non traffic side of the road
2. Off street area's
3. Driveways
4. Yards
5. Parking lots
6. Refraining from loading and unloading students in the vehicular traffic lane, the shoulder, a designated turn lane or a lane adjacent to a designated turn lane.

# Loading and Unloading of Students

MS 171.02 sub. 2b, 8 (iii)

Avoiding a loading or unloading location that would require a student to cross a road.

If the student must cross the road, they must be escorted across the road by the driver or aide.

Remember to secure the vehicle by removing the keys and taking them with you if you escort the child across the road.

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





# Zero Tolerance Alcohol

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

### 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 subdivision 1 is guilty of misdemeanor

# Zero Tolerance Alcohol

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

Subd. 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

A peace officer responding to an accident involving a school bus (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 the motor vehicles to be transported away from the scene by tow truck or other motor vehicle.

# Resources

- For a complete list Minnesota Department of Education Transportation Division website at: <http://education.state.mn.us/MDE/SchSup/SchFin/Trans/index.html>

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>

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



Thank you...