Technical Academies of Minnesota

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709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus/van ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus/Van Safety Week

The charter school may designate a school bus/van safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The charter school shall provide students with age-appropriate school bus safety training on the following concepts:

   a. transportation by school bus/van is a privilege, not a right;

   b. charter school policies for student conduct and school bus/van safety;

   c. appropriate conduct while on the bus/van;

   d. the danger zones surrounding a school bus/van;

   e. procedures for safely boarding and leaving a school bus/van;

   f. procedures for safe vehicle lane crossing; and

   g. school bus/van evacuation and other emergency procedures.

2. All students who are transported by school bus/van and are enrolled during the first or second week of school must receive the school bus/van safety training or receive bus safety instruction materials by the end of the sixth week of school, by the end of the sixth week of school, if they have not previously received school bus/van training. Students who enroll in a school after the second week of school, are transported by school bus/van, and have not received training in

their previous school district shall undergo school bus/van safety training or receive bus/van safety instructional materials within 4 weeks of their first day of attendance.

3. Students taking driver's training classes must receive instruction in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus, as required by Minnesota Statutes, section 169.446, subdivision 2.

4. The charter school and a nonpublic school that transports students by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.

5. The charter school will make reasonable accommodations in training for students who speak English as a second language and for students with disabilities.

6. The charter school shall adopt and make available for public review a curriculum for transportation safety education.

7. Nonpublic school students transported by the charter school will receive school bus safety training by their nonpublic school. The nonpublic schools may use the charter school's school transportation safety education curriculum. Upon request by the charter school executive director, the nonpublic school must certify to the charter school's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

a. The charter school must provide pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.

b. The charter school must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:

(1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;

(2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and

safety features, and safe biking techniques; and

(3) electric-assisted bicycle safety, including that of a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

2. Instruction

a. The charter school may provide active transportation safety training through distance learning.

b. The charter school and a nonpublic school must make reasonable accommodations for active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

A. Riding the school bus/van is a privilege, not a right. The charter school's general student behavior rules apply to all students on school buses/vans.

B. Consequences for school bus/van/bus/van stop misconduct will be imposed by the charter school under adopted discipline procedures. In addition, all school bus/van/bus/van stop misconduct will be reported to the charter school's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus/Van and Bus/Van Stop Rules. The charter school bus/van safety rules are to be posted on every bus/van. If these rules are broken, the charter school's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus/van privileges. It is the school bus/van driver's responsibility to report unacceptable behavior to the charter school's office.

2. Rules at the Bus/Van Stop

a. Be watching for your bus/van 10 minutes before your scheduled pick-up time. The school bus/van driver will not wait for late students.

b. Respect others' property while waiting at your bus/van stop.

c. Keep your arms, legs, and belongings to yourself.

d. Use appropriate language.

e. Stay away from the street, road, or highway when waiting for the

bus/van.

f. Wait until the bus/van stops before approaching the bus/van.

g. After getting off the bus/van, move away from the bus/van.

a. If you must cross the street, always cross in front of the bus/van where the driver can see you. Wait for the driver to signal to you before crossing the street.

h. No fighting, harassment, intimidation, or horseplay.

i. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus/Van

a. Immediately follow the driver's directions.

b. Sit in your seat facing forward.

c. Connect your seat belt in place after being seated.

d. Talk quietly and use appropriate language.

e. Keep all parts of your body inside the bus/van.

f. Keep your arms, legs, and belongings to yourself.

g. No fighting, harassment, intimidation, or horseplay.

h. Do not throw any objects.

i. No eating, drinking, or use of alcohol, tobacco, or drugs.

j. Do not bring any weapons or dangerous objects on the school bus/van.

k. Do not damage the bus/van.

4. Consequences

b. Consequences for school bus/van or bus/van stop misconduct will apply to all regular and late routes. Decisions regarding a student’s eligibility to ride the bus or van for co-curricular and extracurricular events (for example, field trips or competitions) will be at the charter school's sole discretion. Parents or guardians will be notified of any suspension of bus/van

privileges.

(1) Secondary (7-12)

1st offense – warning
2nd offense – 5 school-day suspension from riding the bus/van
3rd offense – 10 school-day suspensions from riding the bus/van
4th offense – 20 school-day suspensions from riding the bus/van/meeting with parent
5th offense – suspended from riding the bus/van for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from misconduct at school bus/van stops.

(3) Records

Records of school bus/van or bus/van stop misconduct will be forwarded to the individual charter school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus/van-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the charter school to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(4) Vandalism/Bus/Van Damage

Students damaging school buses/vans will be responsible for the damage. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus/van privileges until damages are paid.

(5) Notice

School bus/van and bus/van stop rules and the consequences for violations will be reviewed with students annually, and copies of these rules will be made available to them. School bus/van rules are to be posted on each school bus/van.

(6) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons possession, drug possession, or vandalism), the appropriate charter school personnel and local law enforcement officials will be notified.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The charter school's bus/van and bus/van stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with charter school rules, policies, regulations, and the principles of school bus/van safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;

3. Communicate safety concerns to the office manager;

4. Monitor bus/van stops, if possible;

5. Have their children watching for the bus/van 10 minutes before the bus/van arrives;

6. Have their children properly dressed for the weather; and

7. Have a plan in case the bus/van is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

A. School bus/van drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C. below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.

B. The charter school shall conduct mandatory drug and alcohol testing of all charter school bus/van drivers and bus/van driver applicants in accordance with state and federal law and charter school policy.

C. A school bus/van driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;

2. reckless driving;

3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;

7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.

D. A school bus/van driver, with the exception of a driver operating a type A-I

school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

E. A school bus/van driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or canceled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day on which the employee received notice of the suspension, revocation, cancellation, loss of privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minors in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS/VAN DRIVER TRAINING

A. Training

1. All new school bus/van drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus/van drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The charter school shall retain on file an annual individual school bus/van driver "evaluation certification" form for each charter school driver, as set forth in the

Model School Bus Driver Training Manual.

2. All bus/van drivers operating a type III vehicle will be provided with annual training and certification, as set forth in Section VII.C.1.b. below, by either the charter school or the entity from which the charter school contracts for such services.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually, and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;

2. Understand student behavior, including issues relating to students with disabilities;

3. Ensure orderly conduct of students on the bus and handle incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;

5. Handle emergency situations; and

6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as set forth in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses/vans shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

2. Only students assigned to the school bus/van by the charter school shall be transported. The number of students or other authorized passengers transported in a school bus/van shall not exceed the bus's or van's legal capacity. No person shall be allowed to stand when the bus/van is in motion.

3. The parent/guardian may designate, pursuant to charter school policy, a daycare facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the parent/guardian as the student's address for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus/van drivers must minimize, to the extent practical, the idling of school bus/van engines and children's exposure to diesel exhaust fumes.

5. To the extent practical, the charter school will designate school bus/van loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

6. A bus/van driver may not operate a school bus/van while communicating over or otherwise operating a cellular phone for personal reasons, whether hand-held or hands-free, when the vehicle is in motion or part of traffic.

   For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, subdivision 71.

   "School bus" means a motor vehicle used to: (1) transport pupils to or from a school defined in Minnesota Statutes, section 120A.22, or to or from school-related activities, by the school, or by someone under an agreement with the school; or (2) provide training on the operation of the vehicle for purposes specified in clause (1) to employees of the school or a person under agreement with the school.

   A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from the school, a motor coach operating under charter carrier authority, a transit bus providing services as defined in Minnesota Statutes, section 174.22, subdivision 7, or a vehicle otherwise qualifying as a type III vehicle under Minnesota Statutes, section 169.011, subdivision 71, paragraph (h), when the vehicle is properly registered and insured and being driven by an employee or agent of the school for nonscheduled or nonregular transportation.

   In addition, “school bus” also includes type III vehicles when driven by employees or agents of the charter school. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses with a maximum manufacturer-rated seating capacity of ten (10) or fewer people, including the driver, and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.

3. Type III vehicles shall be state-inspected in accordance with legal requirements.

4. If a type III vehicle is owned by a charter school, the charter school's name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.

5. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.

6. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

7. Type III vehicles must be equipped with mirrors as required by law.

8. Any type III vehicle may not stop traffic or load or unload before making a complete stop and disengaging the gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload in a way that requires a student to cross the road, except where not possible or impractical; in such cases, the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

9. Any type III vehicle used to transport students must carry emergency equipment including:

    a. Fire extinguisher.

        A minimum of one (1) 10BC-rated dry chemical-type fire extinguisher is required. The extinguisher must be mounted on a bracket in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

b. First-aid kit and body-fluid cleanup kit.

A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

c. First Aid Kit

A first aid kit that meets the requirements defined in the current version of the National School Transportation Specifications and Procedures (NSTSP) must be provided in vehicles model year 2027 and newer. All other vehicles may contain a minimum of a 10-unit first aid kit, as specified in Minnesota Rules 1993, part 3520.5120, or a first aid kit that meets the requirements of the NSTSP. After January 1, 2030, all type III vehicles must be equipped with a first-aid kit that meets the NSTSP requirements.

d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger areas clearly indicates their locations.

10. Students will not be regularly transported in private vehicles that are not state-inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the charter school. The charter school has no inspection system for private vehicles.

11. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The charter school will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

12. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. 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 above, under the following conditions:

a. The operator is an employee of the entity that owns, leases, or contracts for the school bus/van, which may include the charter school.

b. The operator's employer, which may include the charter school, 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/van 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;

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

(a) utilizing a safe location for loading and unloading students at the curb, on the non-traffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

(b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or in a lane adjacent to a designated turn lane;

(c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escorts the student across the road if it is not reasonably feasible to avoid such a location;

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

(e) escorting a student across the road under clause (c) 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 V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for charter school employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.

e. The operator's employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes 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.

f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision

g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, for violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus/van driver offenses), or whose driver's license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, 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 5 years from the date of conviction.

h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of a minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

j. Students riding the type III vehicle must have the training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).

k. Documentation of meeting the requirements listed in this section must be maintained under a separate file at the business location for each type III vehicle operator. The charter school or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.

3. An employee of the charter school who is not employed for the sole purpose of operating a type III vehicle may, at the discretion of the charter school, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. <u>Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement</u>

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

a. The operator is an employee of the charter school or an independent contractor with whom the charter school contracts for the school bus/van, and is not solely hired to provide transportation services under this paragraph.

b. The operator drives the school bus/van only from points of origin

to points of destination, not including home-to-school trips to pick up or drop off students.

c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.

d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

e. The operator has a valid driver's license and has not been convicted of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).

f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI. above.

g. The bus/van has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.

2. The charter school shall maintain annual certification of the requirements listed in this section for each Class D license operator.

3. A school bus/van operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus/van is being operated under the authority of this section.

VIII. CHARTER SCHOOL EMERGENCY PROCEDURES

A. If possible, school bus/van drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

B. School bus/van drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

C. School bus/van drivers and bus/van assistants for special education students requiring special transportation service because of their

handicapping condition shall be trained in basic first aid procedures, and shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus/van when necessary for their safe ingress and egress from the bus/van; and ensure that protective safety devices are in use and fastened properly.

D. Emergency Health Information shall be maintained on the school bus/van for students requiring special transportation services due to their handicapping condition. The information shall state:

1. the student's name and address;

2. the nature of the student's disabilities;

3. emergency health care information; and

4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and another person, other than the student's parents or custodians, who can be contacted in case of an emergency.

IX. CHARTER SCHOOL VEHICLE MAINTENANCE STANDARDS

E. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the charter school.

F. All school vehicles shall be state-inspected in accordance with legal requirements.

G. A copy of the current daily pre-trip inspection report must be carried on the bus. Daily pre-trip inspections shall be maintained on file in accordance with the charter school's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.

H. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus, as well as for vandalism.

X. SCHOOL TRANSPORTATION SAFETY COORDINATOR

The charter school board has designated an individual to serve as the charter school's school transportation safety coordinator. The school transportation safety coordinator shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the charter school. The school transportation safety coordinator will ensure that this policy is periodically reviewed to ensure that it conforms to law. The school

transportation safety coordinator shall annually certify to the charter school board that each school bus driver meets the school bus driver training competencies required under Minnesota Statutes section 171.321, subdivision 4. The transportation safety coordinator also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the charter school in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the charter school Personnel/Finance Committee or the superintendent of the school district where nonpublic students are transported, the school transportation safety coordinator shall also certify that students have received school bus safety training in accordance with state law. The name, address, and telephone number of the school transportation safety director are on file in the charter school office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety coordinator.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The charter school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the charter school's school transportation safety coordinator. The charter school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other charter school staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)

Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing) MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students) MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety: *School Bus Resources*
National Highway Traffic Safety Administration: *Guideline for the Safe Transportation of Preschool-Age Children in School Buses* (Feb. 1999)