

# Memo

**To:** District staff  
**From:** Jan Vanderwall  
**Date:** September 2, 2016  
**Re:** Roseville Area Schools Driver Standards.

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Below are the standards for all Drivers transporting students on district sponsored or related activities.

1. They shall register annually in the District Transportation office so that background license checks can be conducted.
2. Staff members who drive any student shall annually attend a school district driver training workshop or other approved activity, and pass the post training assessment.
  - a. The state requirements for Type III Van or Activity Bus Drivers requiring training and evaluation in order to drive students. These competencies include
    - i. Driver can safely operate the school bus
    - ii. Understand student behavior including disabilities
    - iii. Encourage orderly conduct of students and handle misbehavior
    - iv. Understand laws of the road
    - v. Handle emergency situations
    - vi. Safely load and unload students
  - b. During the all staff workshop, the transportation department will provide a training and evaluation session for staff members who will regularly drive students as a part of their scheduled work. This training/assessment will be mandatory for all drivers of Type III vans or Activity buses
  - c. New drivers shall also do a pre-service in bus driver training session.
  - d. Staff members who drive any student shall be familiar with the Roseville Area Schools Bus/Van Driver Manual and shall follow its guidelines in transporting students.
3. All drivers are required to pass a physical using the form issued by the Department of Public Safety, and to turn that completed physical in to the Transportation Department. The physical form is available on line at [https://dps.mn.gov/divisions/dvs/forms-documents/Documents/MedicalExaminationReport\\_CommercialDriverFitness.pdf](https://dps.mn.gov/divisions/dvs/forms-documents/Documents/MedicalExaminationReport_CommercialDriverFitness.pdf)
4. All drivers must have a valid driver license from the state in which they reside.
5. Each driver will also have their license record checked at least twice a year for driving violations. Drivers who are in an accident or receive a citation for a driving infraction must inform the Transportation Department prior to driving again.
  - a. Driver license records that indicate a driver who has had 3 moving violations in the past 3 years or less shall disqualify that driver from driving students for any school related activity.
  - b. Driver license records that indicate a driver who has had 4 moving violations in the past 4 years or less shall disqualify that driver from driving a school district vehicle for any school related activity.
6. Staff members who drive district vehicles shall inspect them and report any problems detected.
7. The district reserves the right to have a driver tested for alcohol or drug presence with any reasonable suspicion that these could be involved when a staff member is or has been driving on a school related activity.

## **Excerpt from the Minnesota School Bus Driver Training Manual – Laws and Regulations Section**

**5.35 Driver Background Check:** Before issuing or renewing a driver's license with a school bus driver's endorsement, the commissioner shall conduct an investigation to determine if the applicant has been convicted of committing a disqualifying offense, four moving violations in the previous three years, a violation of section 169A.20 or a similar statute or ordinance from another state, a gross misdemeanor, or if the applicant's driver's license has been revoked under section 169A.52. The commissioner shall not issue a new bus driver's endorsement and shall not renew an existing bus driver's endorsement if the applicant has been convicted of committing a disqualifying offense. The commissioner shall not issue a new bus driver's endorsement and shall not renew an existing bus driver's endorsement if, within the previous five years, the applicant has been convicted of committing a violation of section 169A.20, or a similar statute or ordinance from another state, a gross misdemeanor, or if the applicant's driver's license has been revoked under section 169A.52, or if, within the previous three years, the applicant has been convicted of four moving violations. An applicant who has been convicted of violating section 169A.20 or a similar statute or ordinance from another state, or who has had a license revocation under section 169A.52 within the previous ten years must show proof of successful completion of an alcohol or controlled substance treatment program in order to receive a bus driver's endorsement. For the first offense, proof of completion is required only if treatment was ordered as part of a chemical use assessment. A school district or contractor that employs a nonresident school bus driver must conduct a background check of the employee's driving record and criminal history in both Minnesota and the driver's state of residence. Convictions for disqualifying offenses, gross misdemeanors, a fourth moving violation within the previous three years, or violations of section 169A.20, or a similar statute or ordinance in another state, must be reported to the department of public safety.

*"Disqualifying offense" includes any felony offense, any misdemeanor, gross misdemeanor, or felony violation of chapter 152, or any violation under section 609.3451, 609.746, subdivision 1, or 617.23, or while driving, operating, or being in physical control of a school bus or Head Start bus, in violation of section 169A.20, or a similar statute or ordinance from another state, or a fourth moving violation in the previous three years.*