

Type III Driver Waseca Public Schools Procedure

Pursuant to M.S. 171.02, Waseca Public Schools will enforce the following procedure for any employee who will be driving students during their employment with the District.

You must be a District or Contracted employee to provide transportation to students using district vehicles.

1. Employees are required to submit their driver license information annually. The District will run a license check to verify that the license is valid.
2. Employees will be required to participate in an annual training and certification which will address:
 - a. Safe operation of a type III vehicle;
 - b. Understanding student behavior;
 - c. Encouraging orderly conduct of students and handling incidents of misconduct appropriately;
 - d. Knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - e. Handling emergency situations;
 - f. Proper use of seat belts and safety restraints;
 - g. Performance of pre-trip vehicle inspections;
 - h. Safe loading and unloading of students
3. Employees will need to report moving violations, DWI's, and disqualifying offenses to the employer within ten days of the conviction. This applies to personal and District vehicles.
4. Employees will be required to complete a pre-trip evaluation. One form must be filled out by the employee every time the employee transports a student. This applies to District as well as personal vehicles. The employee will forward the completed form to the District Office.
5. The District Maintenance Staff will also perform a pre-trip evaluation on every vehicle twice a month as an evaluator.
6. Employees are required to complete an annual behind the wheel evaluation. After the evaluation, a certificate is issued to the driver. The evaluation and the certificate need to be forwarded to the District Office.
7. Employees will be required to complete one of three surveys pertaining to student conduct or students with special needs. One survey will be administered annually, with surveys being rotated each year over a three year cycle.

If an employee's main or sole duty is driving students, you must also adhere to the following procedures:

1. Operators shall submit to a physical examination every two years.
2. The operator will also be subject to a controlled substance and/or alcohol test.

The District Office will maintain all files.

Date: February 18, 2011

