

TRANSPORTATION - STUDENT TRANSPORTATION SAFETY POLICY

I. STUDENT SAFETY TRAINING

School Bus Safety Week - The district may declare a district school bus safety week. The National School Bus Safety Week is the third full week in October.

Bemidji Area Schools shall provide students enrolled in grades kindergarten through 10 with age-appropriate school bus safety training of the following concepts.

1. Transportation by school bus is a privilege, not a right;
2. District policies for school bus safety and student conduct;
3. Appropriate conduct while on the school bus;
4. The danger zone around the school bus;
5. Safe loading and unloading procedures;
6. Procedures for safe vehicle lane crossing; and
7. School bus evacuation and other emergency procedures.

All students will complete school bus safety training within the time limits prescribed by law. Students enrolled after the initial training will receive student safety training as prescribed by law.

Non-public and charter schools within the borders of ISD No. 31 whose students use the district's transportation system will be provided the appropriate resources and assistance to complete the above mentioned training.

II. STUDENT CONDUCT ON BUSES AND IN LOADING ZONES

Students are expected to follow the same standards of behavior on the school bus as in school. The school bus is school property and the school bus ride is part of the school day. With regard to the well-being of our students, the bus driver has the same responsibility and authority as any other school staff member.

SCHOOL BUS SAFETY GUIDELINES

1. Follow the directions of the bus driver.
2. Stay out of the danger zones outside of the bus.
3. Remain seated, facing forward in the seat.
4. Keep hands, feet and all objects to yourself.
5. Keep all parts of your body in the bus.
6. No fighting, harassing, loud behavior or inappropriate language.
7. The possession of alcohol/controlled substances, including tobacco products, is prohibited.

DISCIPLINE GUIDELINES

(SBR 700-40-4, Consequences for Misbehavior, Applies to all policies of the District)

1. Verbal warning - seat reassignment.
2. First Referral: Conduct report issued and sent home to parent as a warning.
3. Second Referral: Conduct report issued, parent notified, possible detention and/or one to three (1-3) day suspension from the bus.
4. Third Referral: Conduct report issued, parent notified, detention and/or three to five (3-5) day suspension of riding privileges. Conference scheduled with parent and transportation representative.
5. Additional Referrals: Conduct report issued, parent notified, suspension of riding privileges for up to the full school year. Conference scheduled with parent, transportation representative and/or building principal.

Offenses that are dangerous or destructive will result in immediate suspension of riding privileges and may include notification of law enforcement officials. The length of suspension and further disciplinary measures will be determined by the degree of the offense. Students damaging school buses will be responsible for the damages. Failure to initiate payment for such damages within three (3) days will result in loss of riding privileges until damages are paid.

Any incident of racism, violence and/or harassment will be investigated and resolved at the district level by the building principal(s) and a transportation representative.

The following are examples of serious behaviors which may result in an automatic suspension of riding privileges for up to the full school year:

1. Use of tobacco, alcohol or illegal drugs.
2. Threat, harm or harassment of any person(s) on the school bus. Transportation supervisor will notify the Human Rights Officer, building principal and may involve law enforcement.
3. Possession or use of any dangerous objects (knives, guns, lighters, etc.). Law enforcement will also be notified. (ISD No. 31 has zero tolerance to weapons possessions on any school property.)
4. Defying the bus driver.
5. Unauthorized exit from any emergency exit.
6. Throwing articles in and out of the school bus or throwing articles at the driver.

Records of the school bus/bus stop violations will be forwarded to the individual school building and will be retained in the same manner as other discipline records.

ITEMS NOT ALLOWED ON SCHOOL BUSES

The following items will not be allowed to be transported on school buses. Exceptions may be granted at the discretion of the driver.

1. Animals or insects, (unless necessary to assist a person with a disability, i.e., seeing eye dog).
2. Hazardous Materials
3. School projects such as hammers or fishing spears.
4. Non Roll-up Sleds*
5. Skis*
6. Golf Clubs*
7. Baseball Bats*
8. Rakes*
9. Balloons

*Items may be transported if approved as a school district sport or activity.

Perfumed items such as hair spray (including pumps and/or aerosols), fingernail polish, etc., may be carried but not used inside the bus.

LOADING ZONE SAFETY GUIDELINES

Boarding the Bus:

1. Arrive at the bus stop five minutes before the scheduled stop, dressed appropriately for the weather.
2. Respect other's rights at the bus stop.
3. Respect private property while waiting for the bus.
4. Never play in the street or on snow banks.
5. Use appropriate language.
6. The use of alcohol, tobacco or any controlled substance is prohibited.

7. As the bus approaches, stand at least five feet away until the bus stops. If you can touch the bus, you are too close.
8. When crossing the street, always cross at least ten feet in front of the bus, after receiving a signal from the driver that it is safe to do so.
9. Board the bus one at a time, avoid crowding or pushing.

Exiting the Bus:

1. Remain seated until the bus has made a complete stop, avoid crowding or pushing.
2. After exiting the bus, move at least ten feet away, out of the danger zone.
3. When crossing the street, cross only after the driver signals it is safe to do so. Cross at least ten feet in front of the bus. **NEVER CROSS BEHIND THE BUS.**

Parking Lots and Loading Zones

1. Students are allowed to access the transportation system (High School/Middle School transfer buses) at all elementary locations in the morning.
2. Students that access the transportation at their designated pickup location shall remain on a bus until arrival at their school of attendance.
3. Students must access the transportation system at their school of attendance in the afternoon.
4. Students with a need to be at another school parking lot or loading zone must obtain written permission from the Transportation Department.
5. Violation of this section may result in loss of bus riding privileges or loss of driving privileges on school property.
6. Unauthorized persons in loading zones or parking lots may be charged with trespassing in accordance with Minnesota law.

III. PARENT/GUARDIAN RESPONSIBILITIES INCLUDE:

1. Becoming familiar with district transportation policies and procedures.
2. Recognizing their responsibilities for the actions of their students.
3. Assisting students in understanding safety guidelines and encouraging them to comply.
4. Supporting safe riding practices and reasonable discipline efforts.
5. When appropriate, assisting students in safely crossing local streets before boarding and after leaving the bus.
6. Having students ready and at the designated bus stop at least five minutes early.
7. Supporting all efforts to improve school bus safety.
8. Planning ahead for day care arrangements and make sure the Transportation Office has written notification of your plans.
9. Communicating, in writing, any medical condition their student has that may need attention on the school bus (i.e., seizures, bee stings, heart condition).
10. Written notification must be received by the Transportation Department for all changes.
11. Communicate safety concerns to school administrators.

A copy of school bus safety guidelines, loading zone guidelines and parent responsibilities will be provided to each family at the beginning of each school year or when the student enrolls during the school year.

IV. LAW ENFORCEMENT INVOLVEMENT AND ACCIDENT/INCIDENT REPORTS

All incidents of suspected criminal misconduct by students or employees will be reported to the appropriate law enforcement agency. ISD No. 31 recognizes the following law enforcement agencies as principals within our traveled routes; Bemidji Police Department, Beltrami County Sheriff, Hubbard County Sheriff and Red Lake Police Department. In addition, reports will be made to the Department of Public Safety as prescribed by law.

All vehicular accidents involving vehicles whose primary use is for the transportation of students will be reported to the Department of Public Safety in the manner prescribed by law. The Transportation Office will keep complete records of all accidents and investigations.

V. DRIVER RESPONSIBILITIES AND DUTIES

1. Report to work on time, rested and prepared to drive defensively, in an alcohol/drug-free condition.
2. Perform a daily pre-trip inspection of their vehicle and report any deficiencies to the Transportation Office or maintenance shop.
3. Perform daily routes as prepared by the Transportation Office and not make any changes without prior approval.
4. Never exceed the vehicles rated passenger capacity.
5. Drive defensively and faithfully obey all traffic laws.
6. Check the passenger compartment of the vehicle after each run for sleeping or hiding children, lost items and vandalism.
7. Avoid physical contact with passengers at all times unless to prevent injury or harm to themselves or others.
8. Discharge passengers only at designated stops unless given prior approval from the Transportation Office.
9. Never dismiss a special education student from the bus unless they are reasonably assured that a responsible individual is there to care for them.
10. Never dismiss any student when there is doubt about the student's bus stop or personal safety after they exit the bus.
11. Follow the student discipline procedure established by the School Board and to work with the office on all problems relating to safe transportation of students.
12. Address all students, parents and school staff with respect and avoid the use of profanity at all times.
13. Refrain from using tobacco on or near the bus at all times and to remain with the bus during loading and unloading.
14. Make sure the bus is properly fueled and clean at all times.
15. Attend and participate in all continuing education workshops arranged by the district.
16. Maintain a valid Minnesota CDL/School Bus Drivers license and immediately notify ISD No. 31 of any interruption or revocation of licensure.
17. No person shall operate a district-owned vehicle while using a cellular telephone to engage in a call while such vehicle is in motion.

DRIVER RESPONSIBILITIES AND DUTIES ON CO-CURRICULAR TRIPS

While assigned to a co-curricular activity trip, all previously stated duties and responsibilities apply with the addition of the following:

1. To report to the Transportation Office for a pre-trip inspection at least 15 minute before your scheduled departure time.
2. To be at the disposal of the coach/facilitator of the trip. Follow their directions unless they are contrary to state laws, school policy or creates an unsafe environment for the passengers or vehicle.
3. If the activity does not require the bus or driver to stay with the group, drop them at the specified site and return to the site at the time requested by the coach/facilitator.
4. To communicate intentions to the coach/facilitator prior to leaving any site (for fuel, meals, etc.). On overnight trips, make sure to communicate to the coach/facilitator your lodging arrangements and how you can be reached.
5. To be ultimately responsible for the safety of the passengers and the condition of the vehicle. Be aware not all coaches/facilitators help control passengers on the trip.
6. To abstain from using tobacco products on or near school vehicles at all times.

7. To post-trip, fuel, clean and close windows on the bus after each trip. If one or more of these operations cannot be performed report it to the Transportation supervisor. You may be asked to perform the operation at a later time.

VI. TYPE III VEHICLES

Maintenance

Each type III vehicle will receive regular maintenance at intervals of 3,000 miles. This maintenance will include; new oil and oil filter, lubrication where applicable, a check of all major fluids, air cleaner condition, belts, brake adjustment, tire condition and inflation, exhaust system interior, all lights, windshield wipers, interior condition, horn and steering components.

Each type III vehicle will be removed from service every 20,000 miles for complete servicing, including tune-up, transmission, brake inspection, etc.

Operating Procedures for Type III Vehicle

1. Students may be transported in type III vehicles in any situation allowed by state law or rule.
2. The number of passengers must never exceed the rated capacity of the type III vehicle.
3. Only authorized persons will be allowed to drive district vehicles.
4. Drivers must be at least 18 years of age, possess a valid Minnesota drivers license and must have full, legal name, date of birth and drivers license number on file with the Transportation Office. Driver records of all drivers on file will be checked at least once per year.
5. Driving records of all employees transporting students must meet the state qualifications for school bus drivers.
6. All drivers must be aware of and follow all laws and rules for the transportation of students.
7. Before transporting students, all drivers must read and sign Addendum A.
8. Vehicles will be issued on a first come, first serve basis. Requests should be submitted to the Transportation Department at least five (5) days in advance of the day of use. Approved written requests will take precedent over phone calls. Requests should be submitted on the approved form.
9. A mileage report will be completed by the driver for each trip taken. This report, along with the key, credit card and charge slip must be returned to the Transportation Office when the trip is completed. When the Transportation Office is closed, a lock box is provided at the east entrance of the office for return of the above materials.
10. Unless other arrangements have been made, all vehicles must be returned immediately upon completion of the trip. Noncompliance may result in denial of future requests.
11. The driver is responsible for returning the vehicles with the interior in clean condition. If it is not returned in clean condition, a cleaning charge will be levied against the travel account of the department using the vehicle. In the case of an extremely dirty condition, future requests may be denied.
12. No person shall operate a district-owned vehicle while using a cellular telephone to engage in a call while such vehicle is in motion.

VII. SCHOOL BUS DRIVER TRAINING

Independent School District No. 31 will maintain a school bus driver training program that meets or exceeds all state laws and rules.

Initial Training:

All newly employed drivers of ISD No. 31 will receive the following training before transporting passengers:

Cultural Diversity
Drug/Alcohol Testing

ISD NO. 31
SBR 500-10-1
ORIGINAL: 19 AUGUST 2002
REVISED: 17 JULY 2006
PAGE 5 OF 12

Student Transportation Laws/Rules
Pre-Trip Inspection/Vehicle Care
Winter Driving
Student Management
Special Education Transportation
School Bus Safety Equipment
Railroad Crossings
Pedestrian Traffic
Mirror Adjustment
Freeway Driving
Emergency Procedures (including First Aid)
Loading Zone Safety
Behind the Wheel
Route Driving

Continuing Education:

Drivers will receive at least eight hours of continuing education per year to insure that all required competencies are met. The school district will report to the Department of Public Safety as required by law.

Evaluation:

All Transportation staff will be evaluated annually. Where applicable, evaluation criteria will be as required by law or rule.

VIII. OPERATING PROCEDURES

1. SCOPE

- a. In accordance with the Board of Education Pupil Transportation Policy, it is in the public interest to provide equality of treatment in transporting school children who reside in the district and are required to attend school. Other purposes for transportation of students shall include academic field trips in direct support of the curriculum, co-curricular activities and inter-building classes.
- b. Transportation for a nonresident student may be provided from/to the district boundary closest to the pupil's residence, and served by a regular bus route to/from the closest school within the district with sufficient classroom space available to accommodate the child.
- c. These shall be the criteria for management of school transportation.
 1. Adequacy: The program shall provide both necessary and sufficient transportation to and from school and for all other approved school programs.
 2. Safety: Schedules and operation of the program will take into consideration hazards, potential dangers to students and all other appropriate safeguards.
 3. Efficiency: The program shall be operated in the most efficient manner possible after considering the constraints imposed by the criteria of adequacy and safety.

The Coordinator of Transportation shall continuously study bus routes in all locations to provide the safest, shortest routes which will get all students to school in the most economical way. Routes shall be arranged in such a way, as to equalize as nearly as possible the length of routes and bus loads and to provide for the full use of buses.

2. TRANSFERS

When practical, safe, time-saving and economical, transfers may be made from one bus to another. Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial roadway, each bus shall be assigned a certain portion of the route and all students within this section shall

ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

3. SCHEDULING

The Coordinator of Transportation, working with the other district administrators, shall be responsible for scheduling all bus transportation including the determination of routes, bus stops, rules and regulations and all other matters relative to the transportation program.

4. ELIGIBLE RIDERS

- a. The District No. 31 School Board shall set School Attendance Boundaries. Boundaries may be changed as needed to respond to imbalances in school enrollments, new housing developments, etc. Transportation will be provided to and from established bus stops and the school within the attendance area of the student's residence according to the following guidelines:
 1. Pre-kindergarten through sixth grade students who live beyond one mile from school.
 2. Seventh through twelfth grade students who live beyond two miles from school.
 3. Students with disabilities will be transported for lesser distance when the disabling conditions of the child are such that the child cannot be safely transported on the regular school bus route or when the child is transported on a special route for the purpose of attending an approved special education program. Special needs transportation must be coordinated between special education and transportation staff prior to the service provided.
 4. The Coordinator of Transportation for safety, hazardous or other reasons may approve transportation for students who live at lesser distances or across school attendance boundaries.
 5. In order to control load counts, students will not be transported on the regular routes for personal reasons such as work, after-school lessons, etc.
 6. In order to control load counts, students will be transported from one pick-up address to one drop-off address.

As a general rule, transportation will not be used to balance class sizes between buildings.

- b. Buses shall be required to travel on improved public roads only. An improved, public road, for this purpose, shall be one that is owned and is being maintained by either the township, county or state.
- c. Buses shall not go off the main route to pick up students, unless the distance is one-half mile or more from the patron's property line and it is an improved public road as defined in the above paragraph.
- d. Buses shall not drive on private driveways unless specifically authorized to do so by the Coordinator of Transportation.
- e. Staff members desiring transportation for students will prepare a requisition for school transportation. This includes between building shuttles, modified schedules, field trips, co-curricular activities, etc. The requisition will be forwarded through the appropriate administrative channels sufficiently early to insure arrival in the office of the Coordinator of Transportation at least 5 days prior to the time the transportation is needed.
- f. Students living within the borders of ISD No. 31 attending non-public and charter schools will be provided transportation services as required by law.

5. GENERAL OPERATING RULES AND PROCEDURES

- a. General Rules:

1. All routes shall be on file with the school district Coordinator of Transportation.
2. Only students assigned to the school bus by the district shall be transported. The number of students or other unauthorized passengers transported in a bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus top rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/guardian may designate by a signed, written request a day care facility; respite care facility; the residence of a relative; or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligible requirements.
5. Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual.
6. Safety evacuation drills for the student-passengers shall be conducted at least once a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.
8. Buses shall not be run backwards on the school grounds or any other point if it can be avoided. If it is necessary to run a bus backwards on school grounds, the driver shall have another responsible person act as a guard/flag-person in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular route to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
12. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with state laws and regulations.

b. Use of Signals, Loading or Unloading:

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students when outside an incorporated municipality, and 100 feet when operating within an incorporated municipality, and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. Bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
3. Prior to discharging students, open door, activate red flashing lights and extend the stop arm. Discharge students only after all traffic (front and rear) has come to a complete stop.
4. Keep door open and eight-light system operating until all students have been loaded or unloaded safely.
5. The driver should avoid loading or unloading students where the view is obstructed to other motorists for 200 feet in either direction.
6. The driver will not permit students to stand or get on or off the bus while it is in motion.
7. The driver will bring the bus to a full stop and disengage gears by shifting the gear shift lever into neutral position or selector into neutral or park position before loading or unloading students.
8. Buses shall load and unload students only at designated locations.
9. In accordance with Minnesota State law, school bus drivers shall not activate the pre-warning flashing amber signals or flashing red lights and shall not use the stop arm signal

at locations designated by the School Board. Locations within the Bemidji school district that are designated for student pick-up and drop-off without the use of the eight-lamp system shall be: US Highway 2 (four lane only), US Highway 71 (four lane only).

c. Crossing Highways and Streets:

1. The driver shall be responsible for safely delivering the students who must cross the highway or street by one of the following methods:
 - (a) Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
 - (b) The student shall pass approximately 10 feet in front of the bus so as to be seen by the driver and be conducted across the road by the school bus monitor, or
 - (c) The driver shall visually ascertain that the students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

d. Type III Vehicles

1. Any vehicle designed to carry more than 10 passengers must meet all legal requirements for a school bus. Any type III vehicle used to transport students must carry all emergency equipment required by law or rule. If district-owned, ISD No. 31 will be clearly marked on the side of the vehicle.
2. The students will not be regularly transported in private vehicles. However, private vehicles may be used in an emergency. The district has no system of inspection for private vehicles.

6. EMERGENCY PROCEDURES

a. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers will make certain passengers are safe before attempting to put out the fire.

b. Injuries/Medical Emergencies

Drivers will be familiar with first aid procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event an injured passenger is taken to the hospital, record the student's names and the name of the hospital where the student is sent.

c. Tornado

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building, to the nearest depression or ditch up wind (towards the storm, away from power lines) of the bus far enough away from the bus so that the bus will not roll over on them. The driver will instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

d. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise

terms, tell them exactly what they are to do. When safely possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

e. Accident

In case of an accident, the driver should immediately assess students for injuries and begin any emergency first aid procedures if necessary. The driver must also notify the school district and law enforcement of any school bus accidents immediately.

Upon providing emergency care and notifying the district, the driver shall:

1. In cooperation with police officer and/or ambulance service, assist with the care of students.
2. See that all injured students receive proper first aid.
3. Determine facts pertaining to accident.
4. Call Transportation/District Office to give list of names and circumstances so they can begin calling parents.
5. Discuss the accident only with the policy and school district officials.
6. Record all students' names.
7. Do not leave the scene of an accident until released by the driver's supervisor.

Before leaving for the day, the driver shall fill out an accident report. All bus accidents will be reported to the Department of Public Safety.

f. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation and check passengers frequently for headaches or drowsiness.

g. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a predetermined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver should not inform the passenger suspected of having a weapon that he or she knows of the weapon.

h. Lights

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights.

i. Getting Assistance

Use the two-way radio communications system to get assistance. Drivers should report the location and number of the bus, the nature of the problem and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or other motorist to do so from the nearest telephone. The driver should write out the number and locations of the school bus, the nature of the emergency and the status of the passengers.

7. SCHOOL BUS MAINTENANCE

Each vehicle (other than type III vehicles) will receive regular maintenance at intervals of 2,000 miles. This maintenance will include; lubrication where applicable, a check of all major fluids, air cleaner condition, belts, tire condition and inflation, exhaust system integrity, all lights, windshield wipers, interior condition, horn, steering components, suspension components, brake condition and adjustment. Each vehicle will receive new oil and filter every 6,000 miles. Transmission filters will be changed annually. Records of all repairs will be kept on file in the Transportation Office.

IX. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The Transportation Coordinator shall serve as the district's School Transportation Safety Director. The School Transportation Safety Director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic and charter school children when provided by the school district. The Transportation Safety Director will assure that this policy is periodically reviewed to ensure that it conforms to law. The School Transportation Safety Director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minnesota law. The School Transportation Safety Director also shall confirm annually to the superintendent that students have received school bus safety training in accordance with Minnesota law.

X. PUPIL TRANSPORTATION SAFETY COMMITTEE

The school board may establish a Pupil Transportation Safety Committee. The chair of the Pupil Transportation Safety Committee shall be the Transportation Coordinator. The school board shall appoint the other members of the Pupil Transportation Safety Committee.

SCHOOL VEHICLE DRIVER INSTRUCTIONS

If you are transporting students in a Bemidji Area Schools vehicle, you are subject to certain Minnesota state laws and district policy.

Under Minnesota state law, passenger vehicles are considered a Type III School Bus, and the following rules apply:

- The driver of a school bus shall never drive at a speed that is faster than reasonable under existing conditions.
- The driver of a school bus shall not exceed the posted limits at any time.
- The driver and all passengers shall wear seat belts.
- The driver shall not allow passengers to exceed the manufacturer's rated capacity.
- The driver shall display lighted headlamps (low beam) during daylight hours.
- The driver shall not load or unload a vehicular traffic lane or on the shoulder. Loading and unloading shall be restricted to curb, non-traffic (normal parking lane), off street loading areas, driveways, yard service and other areas to avoid hazardous conditions.
- The driver shall not load or unload so that a child has to cross the road.
- The driver shall place the vehicle in "park" during loading and unloading.
- The driver shall not use a cellular telephone to engage in a call while the vehicle is in motion.
- Vehicles shall be returned with interior cleaned or there will be an additional charge of \$20.

All Type III School Buses are inspected by the Minnesota State Patrol and contain the following equipment:

- A fire extinguisher
- A first aid kit
- A body fluid clean-up kit
- A set of three (3) warning triangles (directions for placement are inside cover)
- Seat belt cutting knife (attached to cover of first aid kit)

Additional information is contained in the Bemidji Area Schools Transportation Information card located in the vehicle.

Remember, when operating school vans, you are a very visible representation of the school district.

I have reviewed a copy of the "School Van Driver Instructions" and have a valid Minnesota Driver's License.

Signature

Date