### Office of Pupil Transportation Safety

School Bus Driver Training File Requirements

#### Website location instructions

- 1. Go to msp.dps.mn.gov
- 2. Near the center of the page on the orange menu bar, click the Commercial Vehicles tab.
- 3. From the menu on the left side of the page, select School Bus Safety.
- 4. Save to your favorites

#### School bus CDL driver (M.S. 171.321 sub. 4 and sub. 5)

- Appendix A (behind the wheel evaluation)
- Appendix B (pre-trip evaluation)
- Appendix D (evaluator certification)
- Appendix E (survey test)
- Annual driver's license verification
- Moving violation, suspension, revocation, disqualification notice. (Under "Other Forms/Links" bottom of the page)
- Appendix F (Optional 8 hour training in lieu of Appendix A, B, D & E after the initial year of being assessed.)

NOTE: Controlled substance / alcohol (pre-employment, reasonable suspicion, random, post-crash) records are subject to review. These records may be kept separately from the general driver files if the district/carrier elects to do so.

# Type III school bus driver

- Documentation of annual training as outlined in M.S. 171.02 subd 2b (c) https://www.revisor.mn.gov/statutes/?id=171.02
- Documentation of compliant background check (171.02 subd 2b (d))
- Copy of medical card (health card) (if applicable) (M.S. 171.02 subd 2b (e) & 171.321 subd 2)
- Annual driver's license verification (M.S. 171.02 subd 2b (g))
- Moving violation disclosure notice(s)

NOTE: Pre-employment controlled substance test results are subject to review. These records may be kept separately from the general driver files if the district / carrier elects to do so.

## School Activity Bus / Multifunction School Activity Bus

- Documentation of annual training as outlined in M.S. 171.02 subd 2a (d) https://www.revisor.mn.gov/statutes/?id=171.02
- Documentation of compliant background check (171.02 subd 2b (e))
- Copy of medical card (health card) (M.S. 171.02 subd 2a (f) & 171.321 subd 2)
- Annual driver's license verification (M.S. 171.02 subd 2a (g))

NOTE: Effective July 1<sup>st</sup>, 2010, a school activity / MFSAB was changed to allow a 14,500 lbs. gross vehicle weight rating / 15 passengers or less to be operated in Minnesota with a valid class D (passenger vehicle) license. (M.S. 171.02 sub 2a).