

Adopted: 08/21/2006

Yinghua Academy Policy 709

MSBA Orig. 2022

Revised: 01/13/2014; 11/06/2025

Rev. 2025

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 ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

Yinghua Academy may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. Yinghua Academy shall provide students enrolled in grades kindergarten (K) through 8 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. charter school policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 8 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous charter schools shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. Yinghua Academy must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Yinghua Academy must conduct a school bus evacuation drill at least once during the school year.
5. Yinghua Academy will make reasonable accommodations in training for students

known to speak English as a second language and students with disabilities.

6. Yinghua Academy may provide kindergarten students with school bus safety training before the first day of school.
7. Yinghua Academy shall adopt and make available for public review a curriculum for transportation safety education.
8. Nonpublic school students transported by Yinghua Academy will receive school bus safety training by their nonpublic school. The nonpublic schools may use Yinghua Academy's school transportation safety education curriculum. Upon request by Yinghua Academy executive director, the nonpublic school must certify to Yinghua Academy's school transportation safety director that all students enrolled in grades K through 8 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. Yinghua Academy 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. Yinghua Academy 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 a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Deadlines.

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous charter school must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
- d. Yinghua Academy may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

- a. Yinghua Academy may provide active transportation safety training through distance learning.
- b. Yinghua Academy must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. General Operating Rules

General Operating Rules

1. School buses 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. Yinghua Academy will provide an option of free transportation to all students living in the Minneapolis School District boundaries. Families living outside the Minneapolis District boundaries will be required to pay if they sign up for optional bus transportation.
3. Yinghua Academy uses a Hub Route System, a system commonly adopted by schools serving a widely distributed population, which is designed to pick up many students at a single stop. Bus routes/stops are determined by Yinghua Academy in coordination with the bus company annually.
4. No child will be left at a bus stop if a parent or guardian is not there; nor will a child be allowed to walk home from the stop unsupervised unless the school has received electronic notification via the bus registration form, that the student is allowed to walk home from the stop unsupervised. Notification will be required annually.
5. If parents miss their child's drop-off time, the student will continue riding the bus through the end of the route. Parents then have the option of either trying to catch the bus at a later stop, or picking their child up at Yinghua Academy. All students remaining on the bus at the end of the route will be brought back to The School to await pick-up. The School officially closes at 6:00 pm and all students must be picked up by that time. The School will call parents and/or emergency contacts for any bus rider waiting for pick-up after 6:00pm. Parents who routinely miss their child's drop-off time may be subject to additional fees and/or lose their busing privileges for the remainder of the school year.
6. The bus will depart on its scheduled time, it will not wait past scheduled stop time before continuing on its route. Parents or guardians will need to transport their student to school if they miss the bus.
7. Only students assigned to the school bus by Yinghua Academy shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus.
8. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
9. To the extent practical, Yinghua Academy will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
10. A bus driver may not operate a school bus 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 a part of traffic. For purposes of

this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of Yinghua Academy. "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.

11. Parents who wish their student(s) to walk or bike from school must use the Silent Dismissal System to indicate that their student(s) will walk or bike home from school.
12. Yinghua Academy may contract with a licensed school transportation company. Under the contract, the transportation company will ensure buses and type III vehicles are operated in compliance with all state and federal laws.
13. Yinghua Academy reserves the right to determine the type of vehicle used to transport students with disabilities. The decision on the type of vehicle, including type III vehicles will be based on the disabling condition of the child and all vehicles used to transport students with disabilities will comply with MN Statutes

IV. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Yinghua Academy emphasizes the importance of the partnership between The School, parents, and students which is essential in creating a safe environment during bus transportation. Riding a school bus is a privilege and not a right, For those reasons, students are expected to abide by the Yinghua Academy expectations for appropriate student behavior while on the bus and at the bus stop, as outlined in The School's Student and Family Handbook.
- B. Consequences for school bus/bus stop misconduct will be imposed by Yinghua Academy under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to Yinghua Academy's Student Development and Family Liaison. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

Yinghua Academy bus safety rules are to be posted on every bus. If these rules are broken, Yinghua Academy's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the transportation manager and Yinghua Academy's Student Development and Family Liaison.

2. Rules at the Bus Stop

- a. Get to your bus stop 10 minutes before the school bus is scheduled to arrive at your bus stop. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus 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.

- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for misconduct will apply to all regular routes. Decisions regarding a student's ability to ride the bus for co curricular or extracurricular events (for example, field trips or competitions) will be at the sole discretion of Yinghua. The School will follow the procedures outlined below when addressing behavior concerns regarding student bus riders:
 - 1. First Infraction – The student will receive a warning, which may include being written up on a Student Behavior Infraction Form, a meeting with the Yinghua Academy's Student Development and Family Liaison, and a phone call to a parent/guardian. The incident may also be documented and referred to the Executive Director.
 - 2. Second Infraction – The student will be written up on a Student Behavior Infraction Form, the Yinghua Academy's Student Development and Family Liaison will meet with the student and call a parent/guardian, the incident will be documented, and the student will be referred to the Executive Director. The Director may meet with the student, and the student may be suspended from bus privileges up to (3) three school days.
 - 3. Third Infraction – The student will be written up on a Student Behavior Infraction Form, the student will meet with the Executive Director and the Yinghua Academy's Student Development and Family Liaison; parents/guardians will be contacted and may be required to come to school for a conference with the Executive Director and Yinghua Academy's Student Development and Family

Liaison, and the student may be suspended from bus privileges for up to (30) thirty school days.

4. Fourth Infraction – Repeat of the consequences listed under the “Third Infraction” above, and the student may be suspended from bus privileges up to the remainder of the school year.

b. 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 also may result from school bus/bus stop misconduct.

c. Records

Records of school bus/bus stop misconduct will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-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 Yinghua Academy to local law enforcement and the Department of Public Safety in accordance with state and federal law.

d. Vandalism/Bus Damage

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

e. Notice

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

f. Criminal Conduct

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

V. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

1. Yinghua Academy school bus and bus stop rules will be provided to each family annually. Parents and guardians are asked to review the rules with their children and sign and return to the Main Office a Bus Behavior Agreement for each student riding the bus each year.
2. If buses are running abnormally late, Yinghua will notify parents via email or phone as soon as possible.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Register for the bus service on a timely basis;

2. Pay for the bus service when the student is picked up or dropped off outside of the Minneapolis city limits;
3. Become familiar with Yinghua Academy rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
4. Support safe riding and walking practices, and recognize that students are responsible for their actions;
5. Communicate safety concerns to their school administrators;
6. Monitor bus stops, if possible;
7. Have their children to the bus stop 10 minutes before the bus arrives;
8. Have their children properly dressed for the weather;
9. Have a plan in case the bus is late.
10. Transport their students to school if they miss the bus. Meet their student(s) at the bus stop returning from school. No child is to be left at a bus stop if a parent or guardian is not there; nor is a child allowed to walk home from the stop unsupervised unless the school has received written notification the student is allowed to walk home from the stop. If parents miss their child's afternoon bus, the student will continue riding the bus through the end of the route. Parents or guardians who routinely miss their child's afternoon drop-off may be subject to additional fees and/or bus service suspension for the remainder of the school year.

VI. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The School board shall designate an individual to serve as the Yinghua Academy's school Facility and Transportation Manager to act as the School Transportation Safety Director as required by statute. The school transportation safety director shall have day-to-day responsibility for student transportation safety. The school 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 Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director 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 executive director, the school transportation safety director also shall certify to the executive director 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 director.

VII. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

Yinghua Academy shall contract with a licensed school transportation company in the state of Minnesota. Under this contract, the transportation company will ensure school bus driver duties and responsibilities in accordance with state laws and the school policies below.

- A. School bus 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 transportation company contracted by Yinghua Academy shall conduct mandatory drug and alcohol testing of all charter school bus drivers and bus driver applicants in accordance with state and federal law and charter school policy.
- C. A school bus 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 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 (The Transportation Company) of the conviction within 30 days of conviction. The transportation company shall immediately notify Yinghua Academy of the 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 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 cancelled 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 the employee received notice of the suspension, revocation, cancellation, lost 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 minor 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.

VIII. SCHOOL BUS DRIVER TRAINING

Yinghua Academy shall contract with a licensed school transportation company in the state of Minnesota. Under this contract, the transportation company will ensure school bus driver training and evaluations in accordance with state laws and the school policies below.

A. Training

1. All new school bus 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 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 licensed school transportation company shall retain on file an annual individual school bus driver "evaluation certification" form for each school driver as contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. All bus 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 whom such services are contracted by the charter school.

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 handling 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 contained in the Model School Bus Driver Training Manual.

A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.

C. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 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 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. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is charter school owned, Yinghua Academy 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.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then 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.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located 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 fluids 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. 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 area clearly indicates the location of these items.
 11. 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 Yinghua Academy. Yinghua Academy has no system of inspection for private vehicles.
 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. Yinghua Academy 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.
 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.
- D. Yinghua Employees shall not drive students in any vehicle for school purposes or activities. Exceptions may apply in emergency situations with approval from the Executive Director or her designee.
- E. 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, which may include Yinghua Academy.
 - b. The operator's employer, which may include Yinghua Academy, 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 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 pretrip 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 nontraffic 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 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 escort 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 preemployment 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 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus 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, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of 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 training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. Yinghua Academy 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 Yinghua Academy who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of Yinghua Academy, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

F. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

- 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 Yinghua Academy or an independent contractor with whom Yinghua Academy contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus 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 sustained a conviction 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 Pre-school 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 has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. Yinghua Academy shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus 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 is being operated under authority of this section.

IX.. EMERGENCY PROCEDURES

Yinghua Academy shall contract with a licensed school transportation company in the state of Minnesota. Under this contract, the transportation company will ensure school bus emergency procedures in accordance with state laws and the school policies below.

- A. If possible, school bus drivers or the Transportation Company, or the Transportation Manager shall call "911" or the local emergency phone number in the event of a serious emergency. Yinghua Academy will provide the contracted transportation company with an after hours contact number for emergencies and extreme disciplinary issues. In the event of an accident or other on site emergency involving the bus while students are on board, the driver will notify the transportation company dispatcher. The dispatcher will contact the Yinghua transportation manager or after-hour emergency number. The dispatcher will also call "911" where appropriate or required by state/federal regulations. Continuation of route service will occur after the mutual consent of the transportation company administration and Yinghua Academy administration. No students will be released on his/her own or to parents until a school administrator or a police officer has arrived.
- B. School bus 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 drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (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 when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of 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 some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. In the event a student gets on the wrong bus or misses getting off at his/her bus stop, the transportation company will notify Yinghua Academy. The bus will continue on its regular route. If the child has not been picked up by the last stop, the student will be returned to Yinghua

X. VEHICLE MAINTENANCE STANDARDS

Yinghua Academy shall contract with a licensed school transportation company in the state of Minnesota. Under this contract, the transportation company will ensure that vehicles are maintained in accordance with state laws and the school policies below.

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by Yinghua Academy.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with Yinghua Academy's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

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. § 123B.935 (Active Transportation Safety Training)
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 Charter School Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)