

Adopted: 11/15/1994
Revised: --

Saint Paul Public Schools Procedure

714.00

714.00 TRANSPORTATION/STUDENT SCHOOL BUS SAFETY TRAINING

Each principal shall familiarize instructional staff with the school bus safety training requirements contained in Minnesota Statute 123.7991 and with the school bus and pedestrian safety lesson plans and resources materials which are available from the district Transportation Department.

Pursuant to the requirements of Minnesota Statutes, school bus safety training shall commence during the first week of school. All students who are transported by school bus and who are enrolled during the first week must demonstrate achievement of the required school bus safety competencies no later than the end of the third week of school. Students who enroll in school after the first week of school and are transported by school bus shall receive school bus safety training and shall successfully demonstrate the required competencies within three weeks of the first day of attendance. This requirement applies to all students transported to and from school and/or on field and athletic trips.
(Minnesota Statute 123.7991, Subdivision 2)

Pursuant to the requirements of Minnesota Statute 123.7991, Subdivision 2, the training shall be results oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completion of the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. Transportation by school bus is a privilege, not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on a bus
4. The danger zone surrounding a school bus
5. Procedures for safely boarding and leaving a school bus
6. Procedures for safe vehicle lane crossing
7. School bus evacuation and other emergency procedures
8. Other areas required by the Transportation Department *(Minnesota Statute 123.7991, Subdivision 2)*

Each principal shall be responsible for ensuring that school bus safety training commences during the first week of school and that each teacher incorporates pupil transportation safety instruction and activities, including the importance of safe school bus riding practices, into classroom discussions on a regular basis.

Each principal shall cooperate with the Transportation Department to provide practical school bus safety instruction to each transported student using a school bus. This training shall occur on the day(s) scheduled by the Transportation Department.

TRANSPORTATION/STUDENT SCHOOL BUS SAFETY TRAINING (continued)

Each building principal shall complete, or shall have the classroom teacher complete, a district school bus safety training certification form certifying that each student transported by school bus has satisfactorily demonstrated knowledge and understanding of the school bus safety competencies contained in Minnesota Statute 123.7991, Subdivision 2. This certification shall be completed and submitted to the Transportation Department no later than three weeks following enrollment of the student in the building. The Transportation Department shall certify compliance with this requirement to the Commissioner of Education no later than October 15 of each school year as required by statute.

Pursuant to Minnesota statutes, each principal must explain to the Transportation Department in writing why a student has failed to demonstrate the required competencies. This explanation will be forwarded to the Commissioner of Education as required by law.

Students who are enrolled after the completion of practical school bus safety training at the school shall be required to attend a school bus safety class provided by the Transportation Department. This instruction shall be provided at a place and time designated by the department. Each principal is responsible for notifying newly enrolled students of this requirement and for scheduling them in the training program.

Students who fail to successfully demonstrate knowledge of the required school bus safety competencies contained in Minnesota statutes within three weeks of enrollment in the district shall be denied transportation until such time as they are able to demonstrate the required competencies unless the student is unable to achieve the required competencies due to a disability.

CROSS REFERENCE:

LEGAL REFERENCES: