



## Fridley Public Schools School Board Work Session Agenda

Tuesday, March 2, 2021 at 5:30 PM  
Fridley Community Center  
6085 7th Street NE  
Fridley, MN 55432

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- A. Equity & Inclusion Training
- B. Constitutional Amendment 2
- C. Board Self-Evaluation
- D. Fridley Online Academy
- E. Upcoming Important Dates
  - 1. Fridley School Board Meeting
    - March 16, 2021
    - 5:30 PM Work Session | 7 PM Public Forum | 7:30 PM Business Meeting
    - Fridley Community Center
  - 2. The Big Bad Musical (7th & 8th Grades)
    - March 18, 19 at 7PM
    - March 20 at 2PM
    - Fridley High School Auditorium
  - 3. Second Reading of Policies
    - a. Policy 709 Student Transportation Safety Policy 7
    - b. Policy 718 Credit Card Policy 24



## **Association of Metropolitan School Districts**

### **Amending Minnesota's Constitution to Ensure a Quality Public Education**

Former Supreme Court Justice Alan Page and Minneapolis Federal Reserve President Neel Kashkari have initiated an important discussion with their proposal to amend Minnesota's Constitution to guarantee every student a right to a quality public education. AMSD agrees that ensuring a quality public education for each and every student is a paramount duty of the state. For far too long, not all Minnesota students have had equitable access to a quality public education.

Over the past three years, AMSD superintendents have engaged students, parents, cultural representatives, community members, business leaders and other education stakeholders to Reimagine Minnesota and conceptualize a new model of education that is designed for the success of each and every student. All Minnesotans will benefit when we ensure that each and every student has access to a quality education that allows them to reach their full potential. With that context, AMSD believes clarification is needed related to the proposed new constitutional language in the following areas:

#### **Defining a Quality Education**

AMSD agrees that the current legal obligation of the state, to provide an adequate education, is insufficient and unclear. However, just as there is not agreement on what constitutes an adequate education, there would be strong differences of opinion among parents, students, educators and state policymakers about the definition of a quality education. The proposed language would determine quality by measuring student performance on uniform achievement standards. Student performance on standardized assessments is an important tool to improve the quality of teaching and learning in schools. However, the assessment system must include multiple measures to determine student proficiency and growth. During the Reimagine Minnesota public engagement process, students were clear that they should not be defined by a test score and test scores alone do not indicate whether a student is prepared with the skills necessary for participation in the economy, our democracy and society.

#### **Uniform System of Public Schools**

The proposed language would eliminate the requirement that the legislature establish a general and uniform system of public schools. AMSD believes it is critical that this language remain in the State Constitution. All students, regardless of race, ethnicity, family income or geography must have equal access to a clearly defined quality public education. While local communities should have the ability to provide resources that offer students additional opportunities, every public school student must have equal access to the state resources that will provide a quality education.

## State Funding

The current State Constitution requires the legislature to establish a general and uniform system of public schools “by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.” While this language clearly has not compelled the state to provide the resources school districts need to ensure each and every student has access to an adequate, let alone quality, education, AMSD believes the better course of action is to strengthen this language rather than remove it. Minnesota’s current education funding system requires local taxpayers to contribute significant resources to provide basic programming and services to their students. In fact, more than 90 percent of Minnesota school districts rely on revenue from a voter-approved referendum to ensure their students graduate from high school prepared for college or career. AMSD believes the Constitution should be amended to require the **state to fully fund** public education and not rely on local, voter-approved referendums to provide needed resources.

AMSD stands ready to help clarify and improve the proposed constitutional amendment to ensure that the Constitution makes it a paramount duty of the state to provide each and every child a quality education to ensure they attain the knowledge and skills required to successfully participate in the economy, our democracy and society.

## PROPOSED CONSTITUTIONAL AMENDMENT

### PROPOSED AMENDMENT

**EQUAL RIGHT TO QUALITY PUBLIC EDUCATION.** All children have a fundamental right to a quality public education that fully prepares them with the skills necessary for participation in the economy, our democracy and society, as measured against uniform achievement standards set forth by the state. It is a paramount duty of the state to ensure quality public schools that fulfill this fundamental right.

### CURRENT EDUCATION CLAUSE (ARTICLE XIII, SEC 1)

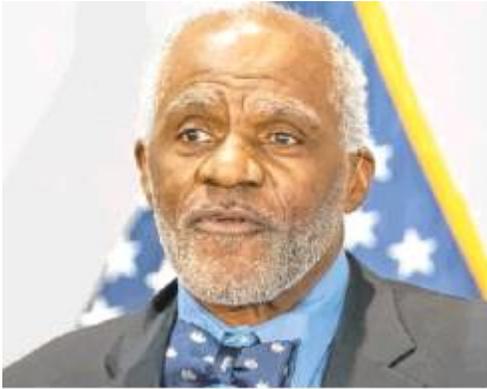
**UNIFORM SYSTEM OF PUBLIC SCHOOLS.** The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The legislature shall make such provisions by taxation or otherwise as will secure a thorough and efficient system of public schools throughout the state.



# A SOLUTION TO EDUCATIONAL INEQUITY?

## New push for Page Amendment also revives political debate.

By PATRICK CONDON [patrick.condon@startribune.com](mailto:patrick.condon@startribune.com)



Minnesota’s long and well-documented history of shortchanging students of color is at the heart of a brewing political battle over changing the state Constitution.

Advocates of the proposed Page Amendment — named for former Supreme Court Justice Alan Page, a longtime crusader for equitable public schools — want the Legislature to act this year to put it on the 2022 ballot. Supporters want Minnesota voters to approve amending the state Constitution to say that a quality education for all children is a civil right. The Constitution’s current language, which dates to the beginning of statehood, requires an “adequate” and “uniform” system of education.

That means navigating the thorny education funding politics of the same Legislature that advocates believe has never done enough to change a system that has produced decades of lower standardized test scores and graduation rates for nonwhite students.

“It’s a bit about power, it’s a bit about politics. Poor children, children of color, they don’t have power at the Legislature,” Page said. “And legislators, I don’t exactly know how to say this, but — if it doesn’t affect your own children, it’s not as dramatic of a problem, and it doesn’t get addressed. That’s not to say there haven’t been good-faith efforts, but it’s always been around the edges.”

Page struck a plan with Minnesota Federal Reserve Chairman Neel Kashkari, assembling an ideologically diverse coalition of liberal and conservative legislators, Attorney General Keith Ellison and corporate leaders. Running the campaign is Nevada Littlewolf, who was President Joe Biden’s Minnesota political director last year; former Republican National Committee spokeswoman Kirsten Kukowski is heading communications strategy.

*“Poor children, children of color, they don’t have power at the Legislature.”*  
Alan Page

An equally eclectic alliance has arrayed itself against the amendment, from the powerful state teacher’s union to progressive academics to a conservative think tank.

“I don’t see the plan here,” said Denise Specht, president of Education Minnesota, representing more than 80,000 teachers and influential in DFL politics. “I see magic words on paper, but nobody has been able to clearly articulate to me how this would actually work, how does this make a difference?”

That complicates a Capitol push. Gov. Tim Walz is not on board, though he couldn't block legislators from putting it on the ballot.

The education spending plan he released last week puts a major focus on improving racial equity in public schools.

House Speaker Melissa Hortman, DFL-Brooklyn Park, is skeptical: "I would rather focus our resources on closing the opportunity gap and improving education through the legislative process than on a litigation-based strategy." Senior House Democrats in the People of Color and Indigenous Caucus support it, including St. Paul Reps. Rena Moran and Carlos Mariani.

The amendment's backers first hoped to mount a big push in last year's legislative session, but put plans on hold when COVID-19 struck. Inequities exposed anew by the pandemic and elevated even more after the killing of George Floyd make it more needed than ever, backers say.

Still, they have provided few specifics on what would happen next if the amendment does pass, saying it would be up to state policymakers to enact legislation that meets the mandate of quality education as a civil right.

"We have a broad spectrum of legislative champions and they're all going to have a different point of view, but if we're too prescriptive we're going to end up right back where we've been for the last 30 years," said Mike McFadden, a Twin Cities investment banker and former Republican candidate for the U.S. Senate who is working to pass the amendment.

That's led to predictions of messy consequences — that dictating education policy in the state Constitution would result in more disputes over school funding levels and academic performance measures tumbling into the courts.

"Is this more legal liability on our shoulders?" asked Kirk Schneidawind, executive director of the Minnesota School Boards Association. "Is there an inherent legal aspect to this amendment for our boards to be concerned about?"

Neither the School Boards Association nor the Minnesota School Administrators Association has yet taken a pro or con stance but may still do so, leaders said.

Alene Tchourumoff, a senior vice president at the Federal Reserve, said the institution plans to soon release a study she said would show other states that have amended their constitutions to improve education outcomes have not seen a significant spike in lawsuits.

The Federal Reserve under Kashkari is backing the amendment in its mission to address issues that hinder the full participation of state residents in the workforce, Tchourumoff said.

To critics, Kashkari's participation is cause for concern: As the Republican candidate for governor of California in 2014, he campaigned on vouchers and other free-market reforms as a means of improving public schools.

The Page Amendment's "language does not appear to explicitly mandate the creation of a public school system at all, only that any public schools that do exist meet 'achievement standards,'" University of Minnesota researchers Myron Orfield and Will Stancil wrote in a 2020 memo.

Orfield, a law professor and former DFL legislator, said Kashkari refused his requests to reveal what constitutional law experts were consulted in preparing the amendment's language. A Federal Reserve spokeswoman did not provide names of scholars consulted.

Kukowski, spokeswoman for the amendment's supporters, said Page is the "chief architect" of the amendment and that its supporters "look forward to comprehensive review" with legislators and legal scholars.

Orfield said the amendment as written does not define "quality," and he believes that if passed, judges could use it to strip teacher tenure, dismantle desegregation or make other, currently unforeseen changes to the state's education system.

"New words in a Constitution means that courts will be deciding what those words actually mean," Orfield said.

Opposition comes not just from the left. Katherine Kersten, a senior policy fellow at Minnesota's Center for the American Experiment, wrote in a Star Tribune column last year that the amendment if passed "would likely lead to a loss of democratic control over education, coupled with mind-boggling financial outlays and continued low performance."

Given the scrambled politics, getting the Legislature to sign off this year looks unlikely. "I think moving it this session is going to be challenging," said Sen. Michelle Benson, R-Ham Lake, who said she may cosponsor the amendment even though she's also concerned about potential legal ramifications. Backers would also have next year's session to try to push it to the November '22 ballot.

"I think it's in a delicate place," Benson said of the proposal. "But at least for the first time, we are having a robust, across-the-aisle conversation about fundamental change. The question is, is it going to be focused on the kids or is going to end up focused on the courts? That's the debate we need to have."

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## 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

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

#### B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district 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 10 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 school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.

- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
1. **School Bus and Bus Stop Rules:** The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district'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 school district's transportation director/school office.
  2. **Rules at the Bus Stop**
    - a. Get to your bus stop five minutes before your scheduled pick up time. 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 school bus.
4. Consequences
- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes and all forms of school provided transportation, hereafter referred to as “bus.” Decisions regarding a student’s ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Consequences for misconduct on buses will be assigned based on the nature of the offense and the severity of a student’s conduct. Consequences up to and including suspension or expulsion from school may result from school bus/bus stop misconduct.
  - b. Records of school bus/bus stop misconduct will be forwarded to the individual school building and 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 causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the state in accordance with state and federal law.
  - c. Vandalism/Bus Damage: Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

- d. 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.
- e. In cases involving criminal conduct (for example: assault, chemical violations, weapons, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

##### **A. Parent and Guardian Notification**

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

##### **B. Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

#### **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. Contracted services shall ensure that all school bus drivers have the appropriate, valid driver's license with all necessary endorsements as required by state and federal law for all of the equipment they operate.

- B. A person possessing a valid driver's license, without a school bus endorsement, may drive a vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus as set forth below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "Type III" school bus as set forth below.
- C. As required under federal law, testing for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), is mandatory for all school district employees and job applicants whose positions require a commercial driver's license.
- D. Contracted bus services will be responsible for meeting all state and federal requirements, including but not limited to implementing mandatory drug and alcohol testing. Contracted bus services will be responsible for affirming to the district in writing, as part of the contract, that it is in compliance with all federal and state mandatory drug and alcohol testing requirements and will not hire applicants who test positive.
- E. 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 ten 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. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.

## VI. SCHOOL BUS DRIVER TRAINING

### A. Training

- 1. Contracted bus services will be responsible for ensuring that 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, through contracted services, 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. Such in-

service training sessions shall be scheduled so as not to interfere with daily student transportation. Contracted bus services shall retain on file, and provide to the district upon request, an annual individual school bus driver “evaluation certification” form for each school bus driver as contained in the 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 school district or the entity from whom such services are contracted by the school district.

**B. Evaluation**

1. Through contracted services, 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:
  - a. Safely operate the type of school bus the driver will be driving;
  - b. Understand student behavior, including issues relating to students with disabilities;
  - c. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
  - d. Know and understand relevant laws, rules of the road and local school bus safety policies;
  - e. Handle emergency situations; and
  - e. Safely load and unload students.
2. 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.

**VII. OPERATING RULES AND PROCEDURES**

**A. 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. Only students assigned to the school bus by the school district 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. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, 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 all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district 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.
6. 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 Minn. Stat. §169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “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.

**B. 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. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district 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” and “Type III Head Start bus” 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 ten-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.



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- d. 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 the district. The school district 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. The school district 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.
- C. 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 the school district.
    - b. The operator's employer, which may include the school district, 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;



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- (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; and
  - (d) placing the type III vehicle in “park” during loading and unloading; and
  - (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 ten days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type A or type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator's employer requires preemployment drug and alcohol testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 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 Minn. Stat § 171.321, Subd. 5.
- g. A person who sustains a conviction, as defined under Minn. Stat. §609.02, of violating Minn. Stat. § 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 Minn. Stat. §§ 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 five years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.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 Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction or does not meet requirements from district's insurance carrier.

- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 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. The school district 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 Minn. Stat. § 169.451.
  3. An employee of the school district who is not employed for the sole purpose of operating a type II vehicle may, in the discretion of the school district, be exempt from paragraphs, VII.C.1.d. (physical examination), and VII.C.1.e. (drug testing), above.
- D. Type A-I “Activity” Buses Driven by Employees with 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 III school bus or a Multifunctional School Activity Bus (MFSAB) under the following conditions:
    - a. The operator is an employee of the school district or an independent contractor with whom the school district 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 eight-light system if the vehicle is so equipped.
    - d. The operator has submitted to a background check and physical examination as required by Minnesota state statute.



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- e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota state statute.
  - 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 above.
2. The school district 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.

## VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- 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 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:



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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.

#### **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

Contracted bus services shall ensure that:

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

#### **X. TRANSPORTATION COORDINATOR**

The School Board has designated the transportation coordinator to serve as the school district's school transportation safety coordinator. The school transportation safety coordinator shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety coordinator will assure that this policy is periodically reviewed to ensure that it conforms to law. Contracted transportation services must maintain and supply upon demand, records verifying that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety coordinator 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 school district



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in a type A, B, C, or D school bus or type III vehicle or MFSAB with the National Driver's Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety coordinator are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety coordinator.

*Legal References:*

Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor 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. § 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 (Driver Training Programs)  
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 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
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. § 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)



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*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 Public Students)
- MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
- MSBA/MASA Model Policy 710 (Extracurricular Transportation)

*School Board Action:*

- Adopted as Policy 10.75 October 18, 1994
- Revised as Policy 709 February 19, 2008
- Revised July 15, 2008
- Revised November 18, 2008
- Revised January 18, 2011
- Revised July 19, 2011
- Revised March 18, 2014
- Revised March 16, 2021

Second Reading

## 718 DISTRICT CREDIT CARD PROGRAM

### I. PURPOSE

The purpose of this policy is to establish procedures for the use of a district credit card program by approved cardholders.

### II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish district credit card procedures in accordance with the applicable provisions of law.

### III. CARDHOLDERS

The Director of Finance or designee is authorized to approve additional cardholders of the district credit card program. District credit cards are issued in accordance with the district's Purchasing Card Procedures and all cardholders must agree to the procedures as a part of the application process.

### IV. REQUIREMENTS

- A. District credit cards must be used in accordance with the applicable provisions established in the district's Purchasing Card Procedures.
- B. District credit cards are only to be used for authorized purchases as established by the district budget.
- C. Any unauthorized or inappropriate use of the district credit card may result in disciplinary action.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

**School Board Action:**  
Adopted March 16, 2021