

## USE OF CLASS III VEHICLES

### I. Definition of a Type III Vehicle:

1. Any vehicle designed to carry 10 or less passengers must meet all legal requirements for a school bus. Any Type III vehicle used to transport students must carry all emergency equipment including fire extinguisher, first aid kit, bodily fluids cleanup kit, flashlight, reflectorized emergency warning device, and any additional items required by the school district. If school district owned, the school district name will be clearly marked on the side of the vehicle. All school owned Type III vehicles will be properly licensed, insured and inspected.
2. Students will not be regularly transported in private vehicles. 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. The school district has no system of inspection for private vehicles.
3. 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.

### II. The following guidelines will be used in determining use of a school vehicle:

1. There should be a minimum of one week's lead time in requesting a school vehicle.
2. Vehicle request forms are available in the administrative offices of each school.
3. Initial requests are made at the building principal level and forwarded to the superintendent if approved.
4. If requests outnumber vehicles, the following priority will be followed:
  - a. Vehicle requests will be honored where the greatest number of students are affected (i.e. transporting cheerleaders to an event, etc.).
  - b. Use by staff for workshops, meetings and the like.
5. If an emergency arises where a person is "bumped" off the reservation list, the superintendent will discuss the situation with those affected.
6. The group or person will be responsible for light maintenance of the vehicle after the trip concludes; that would include disposal of trash, removal of personal effects, closing all windows, and locking all doors.

7. Unless prior arrangements with the bus garage have been made, the vehicle will be parked inside the bus garage when a trip ends after working hours.

Failure to comply with these guidelines may result in the future denial of use by staff.

**Source:** Aitkin Independent School District No. 0001, Aitkin, MN

**Reviewed:** 3-17-14

**Approved:** 1-15-85, 6-19-95, 2-12-96 (EEBA), 4-21-14

