

# Office of Pupil Transportation Safety

## School Bus Driver Training File Requirements

### Website location instructions

1. Go to [msp.dps.mn.gov](https://msp.dps.mn.gov)
2. Near the center of the page on the blue menu bar, click the Commercial Vehicles tab.
3. From the menu on the left side of the page, select School Bus Safety.
4. Save to your favorites

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

Items to be current within 380 days of the first or previous assessment:

- Appendix A (driver evaluation)
- Appendix B (pretrip evaluation)
- Appendix D (evaluator certification)
- Appendix E (survey test)
- Annual driver's license verification
- Moving violation, suspension, revocation, disqualification notice. (Under "Other Forms/Links" bottom of the Webpage)

Option:

- Appendix F (After the initial year of assessment, documents 8 hours training in lieu of Appendix A, B, D & E)

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

### Type III school bus driver

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

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

### School Activity Bus / Multifunction School Activity Bus

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

NOTE: The holder of a class D driver's license, without a school bus endorsement, may operate a type A school bus or a multifunction school activity bus having a GVW of 14,500 lbs. or less and designed to transport 15 or fewer passengers, including the driver. Additional restrictions apply. (M.S. 171.02 sub 2a).