

Office of Pupil Transportation Safety

School Bus Driver Training File Requirements

Website location instructions

1. Go to msp.dps.mn.gov
2. Near the center of the page on the orange 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)

- Appendix A (behind the wheel evaluation)
- Appendix B (pre-trip 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 page)
- Appendix F (Optional 8 hour training in lieu of Appendix A, B, D & E after the initial year of being assessed.)

NOTE: Controlled substance / alcohol (pre-employment, reasonable suspicion, random, post-crash) records are subject to review. These records may be kept separately from the general driver 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 card (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 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 card (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: Effective July 1st, 2010, a school activity / MFSAB was changed to allow a 14,500 lbs. gross vehicle weight rating / 15 passengers or less to be operated in Minnesota with a valid class D (passenger vehicle) license. (M.S. 171.02 sub 2a).