

How to Prepare for a Successful STS Evaluation

General Information for STS Providers

MN Administrative Rule 8840.5650 Annual Evaluations states that specific records must be available for inspections and copying by MnDOT. **MN Administrative Rule 8840.6100 Records** details the records to be kept at the provider's principal place of business for inspection by MnDOT.

Driver's Records

A file for each driver and attendant with the following information:

1. Name, address, and birthdate of the driver
2. Driver's license number and class of license
3. A statement about the driver's record to include:
 - A. Whether driver's record meets the standards of 8840.5900, subparts 10 & 11 (see details in box)
 - B. The date the driver's record was last checked; and
 - C. The name of the person who checked the driver's record
4. Date the driver first provided special transportation service for the provider
5. A statement signed by the person who conducted the review of the driver's criminal record and driving record as required by 8840.5900, Sub. 13 containing:
 - A. Date records were checked,
 - B. Driver's full name and date of birth,
 - C. If the driver did not meet the requirements, record the following:
 - 1) The date the driver became disqualified,
 - 2) Reason for the disqualifications, and
 - 3) The date the commissioner was notified
6. A current medical examiner's certificate or school bus endorsement; and any medical waiver, if applicable.

8840.5900, subparts 10, 11, & 13

For a driver's record to meet standards of 8840.5900, subparts 10 & 11, a provider must ensure:

- Driver is at least 18 years of age
- Driver has at least one year of driving experience

Additionally, a driver must, for the past 3 years:

- Not had a license cancelled, revoked or suspended under certain Minnesota Statutes (see detail in MN Rules Chapter 8840.5900, subpart 11);
- Have a driving record clear of convictions for driving without a valid current license for class of vehicle driven; and
- Have a driving and criminal record clear of convictions for driving under the influence of alcohol or a controlled substance (see details in MN Statutes, sections 169A.20 and 169A.51 to 169A.53).

For a driver's record to meet standards of 8840.5900, subparts 13, a provider must obtain and review a copy of the driver's license showing the driver has a valid driver's license.

Driver and Attendant Training Requirements

Maintain records for each driver and attendant that document the following:

- A. Training and instruction required before driving:
 - 1) Orientation to issues and instructions related to transporting passengers
 - 2) Operating the radio, cellular telephone, or other means of two-way communication
 - 3) Demonstration in operating the vehicle ramp, wheelchair lift, and securement devices
 - 4) What to do and whom to call in a medical emergency or an accident, including training in the use of the fire extinguisher and use of emergency triangles
 - 5) Conducting the daily vehicle inspection
 - 6) Maintaining the cleanliness of the vehicle, sanitization of the vehicle, and use of the body fluids cleanup kit
 - 7) Evaluation of behind-the-wheel skills, including defensive driving, merging, lane changing, right turns, left turns, backing, railroad crossing, and parking
- B. Additional training completed within **45 days** after beginning to provide STS service:
 - 1) Four hours of first aid training or possesses a first-aid certificate under MN Statute 144E.27
 - 2) Passenger assistance training (4 or 8 hours)
 - Four hours if only transporting ambulatory passengers
 - Eight hours if transporting passengers that use stretchers or wheelchairs
 - 3) Four hours of defensive driving
 - 4) Four hours of abuse-prevention training
 - 5) Stretcher transportation assistance training
 - 6) Child passenger restraint system training
 - 7) Abuse-prevention training
- C. Refresher and continuing education within three years and every three years thereafter:
 - 1) Four hours of first aid or emergency care
 - 2) Two hours of abuse prevention training
 - 3) Two hours of training in securement for the modes of transportation the driver or attendant provide
 - 4) Two hours of defensive driving
 - 5) Two hours in issues related to abuse-prevention and passenger assistance
 - 6) Three hours of continuing education related to providing Special Transportation Service

Additional Records

Correspondence with the Commissioner – file must include the certificate of compliance and all other correspondence with the Commissioner.

Accident Records* –all accident records, including:

1. Date of accident
2. City or town most near accident
3. Driver's name
4. Number of injuries or fatalities
5. Description of accident
6. Number of passengers in the vehicle
7. Vehicle Identification Number (VIN) of vehicle involved
8. Whether the driver was convicted of a moving violation
9. Copies of all accident reports

*Accident means an occurrence involving a motor vehicle that results in (1) fatality; (2) bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (3) one or more motor vehicles incurring disabling damage as a result of the accident, requiring that a motor vehicle be transported away from the scene by a tow truck or other motor vehicle.

Complaints – detail of allegations, investigations and resulting actions.

Emergency Policy – written policy that describes what action the driver or attendant must take in the event of an accident or emergency.

Insurance – current insurance coverage and claims.

Safety Inspection and Maintenance Records

1. Daily safety inspection records
2. Vehicle maintenance
3. Each vehicle's certification for roll-over protection and remanufactured roofs

Vehicle and Wheelchair Lift Service Records

1. Date
2. Odometer reading
3. Nature of the inspection, repair, or maintenance each time the vehicle or wheelchair lift was serviced

IMPORTANT! Retention of Records

Required records must be kept a minimum of three years, except for daily vehicle safety records which must be kept for only a three-month period.

For more information visit www.mndot.gov/cvo/sts

Or call 651-366-3700

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