



Minnesota Department of Transportation

Office of Freight and Commercial Vehicle Operations

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Special Transportation Providers & Others Concerned

To help familiarize you and help you comply with Minnesota Rules Chapter 8840, our office has prepared the enclosed information packet. It includes:

- **A Special Transportation Services Questionnaire**
This is to be filled out by all potential special transportation service providers who are seeking certification through MN/DOT:
- **An Application for Special Transportation Certificate of Compliance**
This is to be filled out by all potential special transportation service providers who have been notified by the Office of Freight and Commercial Vehicle Operations stating that it has been determined that they are required to comply with the Special Transportation Services Operating Standards, *Minnesota Rules*, 8840.5100 to 8840.6400:
- **Evidence of workers compensation**
To be completed by all providers as applicable.
- **Applications for Certification of Training Courses (optional)**
These are to be filled out by any providers who are interested in putting on the required training for their drivers or other drivers, or who are interested in a trainer who is not yet certified by MN/DOT and would like to have the course or courses certified:
- A complete copy of *Minnesota Rules*, parts 8840.5100 to 8840.6400, as revised:
- Provisions of the Code of Federal Regulations incorporated in the rules; and
- A copy of the vehicle inspection checklist we will be using in conducting vehicle inspections.
- Driver Pre-Driving Checklist
- Map to DOT Metro Inspection Site

The Out-of-Service Criteria is referred to in part 8840.5700. MN/DOT will be using it to determine if a vehicle is in a condition that makes it likely to cause an accident or breakdown. State law requires that we must direct you to immediately stop using a vehicle that has an out-of-service defect, please evaluate the condition of your vehicles in light of the Out-of-Service Criteria. Operating a vehicle without correcting a defect after it has been declared out-of-service is grounds for suspension of your certificate of compliance.

Part 8840.5650 provides for the annual evaluation of each provider's records and vehicles. We will call to arrange appointments for audits well in advance. Please make sure you have all of the required records. Also, the more organized your records are, the shorter our visit will be. Upon completion of the annual audit and correction of any noted deficiencies, we will issue you a new Certificate of Compliance. The certificate is valid for one year.

We conduct unannounced re-audit inspections of the vehicles operated by providers. We will not be stopping your vehicles on the street to conduct these re-audits. We do not want to interfere with your passengers and the schedules your drivers must keep. In addition, we will try to keep the interruption of your normal daily business activities to an absolute minimum. However, if we are to succeed, we will need your cooperation if your vehicles are selected for re-audit.

Part 8840.5640 requires New Providers to attend Initial STS Provider Education. For current schedule for the training or any of the applications/forms see our Web site at www.dot.state.mn.us/cvo or call (651) 215-6330.

With the adoption of any amendments to the special transportation service rules, MN/DOT has renewed its commitment to providers and passengers. We pledge to work with you. We will administer and enforce the rules, but we will try to do so in a way that minimizes any administrative burden on providers while ensuring the health and safety of those who use your services. If you ever have any questions about the rules or our program, please call me at the number given below. We are always open to your comments and suggestions.