

## How to Prepare For a Successful STS Annual Evaluation

### General Information for STS Providers

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**MN Administrative Rule 8840.5650 Annual Evaluations** states that specific records must be available for inspections and copying by MnDOT. **MN Administrative Rule 8840.610 Records** details the records to be kept at the provider's principle place of business for inspection by MnDOT.

### Driver's Records

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A file for each driver with the following information:

1. Name, address and birthdate of the driver
2. Driver's license number and class of license
3. A statement that the driver has had at least one year of driving experience
4. 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
5. Date the driver first provided special transportation service for the provider
6. A statement signed by the person who conducted the review of the driver's criminal record and driving record as required by 8840.5900, subparts 13 (see details in box) 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:
    - i. The date the driver became disqualified,
    - ii. Reason for the disqualifications, and
    - iii. The date the commissioner was notified
7. A current medical examiner's certificate or school bus endorsement; and any medical waiver, if applicable.

8. The certificate of completion showing that the driver successfully completed all that apply.
  - a. Training required before driving:
    - i. Basic passenger assistance
    - ii. Two-way communication
    - iii. Wheelchair lift, ramp and securement devices, if vehicle is so equipped
    - iv. Instruction in what to do and whom to call in a medical emergency or an accident
    - v. Daily vehicle inspection
  - b. Additional training completed within 45 days after beginning to provide STS service:
    - i. Four hours of first aid training or possesses a first-aid certificate under MN Statute 144E.27
    - ii. Passenger assistance training (4 or 8 hours)
      - Four hours if only transporting ambulatory passengers
      - Eight hours if transporting passengers that use stretchers or wheelchairs
    - iii. Four hours of defensive driving
    - iv. Four hours of abuse-prevention training
  - c. Refresher and continuing education within three years and every three years thereafter:
    - i. Four hours of first aid or emergency care
    - ii. Two hours of defensive driving
    - iii. Two hours in issues related to abuse-prevention or passenger assistance
    - iv. Seven hours of additional continuing education related to Special Transportation Services

### **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.

## Attendant Records

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### Attendants – a file for each attendant with:

1. Name and address of the attendant
2. Date the attendant first provided special transportation service for the provider
3. The Certificate of completion showing that attendant completed all that apply:
  - a. Training required before providing services
    - i. Basic passenger assistance
    - ii. Two-way communication
    - iii. Wheelchair lift, ramp and securement devices, if vehicle is so equipped
    - iv. Instruction in what to do and whom to call in a medical emergency or an accident
  - b. Additional training completed within 45 days after beginning to provide service:
    - i. Four hours of first aid or possess a first aid certificate under MN Statute 144E.27
    - ii. Passenger assistance training
      - Four hours if only transporting ambulatory passengers
      - Eight hours if transporting passengers that use stretchers or wheelchairs
    - iii. Four hours abuse-prevention training
  - c. Refresher and continuing education within three years and every three years thereafter:
    - i. Four hours first aid or emergency care
    - ii. Two hours in issues related to abuse-prevention and passenger assistance
    - iii. Seven hours of additional continuing education related to Special Transportation Services

## Additional Records

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

**Accident Records\*** –all accident records, including:

- a. Date of accident
- b. City or town most near accident
- c. Driver's name
- d. Number of injuries or fatalities
- e. Description of accident
- f. Number of passengers in the vehicle
- g. Vehicle Identification Number (VIN) of vehicle involved
- h. Whether the driver was convicted of a moving violation
- i. 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**

- a. Weekly safety inspection records
- b. Vehicle maintenance records
- c. Each vehicle's certification for roll-over protection and remanufactured roofs

**Vehicle and wheelchair lift service records with:**

- a. Date
- b. Odometer reading
- c. 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 and weekly vehicle safety records which must be kept for only a three-month period.

This information is intended to provide you with general guidance concerning the applicable laws and rules and does not constitute legal advice.