

How to Prepare For a Successful STS Annual 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 8840.610 Records** details the records to be kept at the provider's principle place of business for inspection by MnDOT.

Driver's Records

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.

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

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

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

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.