



STS Driver and Attendant Training Catalog

MN Administrative Rule Chapter 8840:

Transporting the Elderly, Disabled

Office of Freight and Commercial Vehicle Operations

Course Information

REQUIRED COURSES: BEFORE DRIVING

REQUIRED COURSES: WITHIN 45 DAYS

REQUIRED COURSES: WITHIN THREE YEARS AND EVERY THREE YEARS THEREAFTER

REQUIRED COURSES: BEFORE DRIVING

Passenger Assistance Training

- Required before driving
 - Required for drivers and attendants
 - Minimum of 2 hours
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 1, Item A references subpart 5, items E to I.)

E. Discussion, demonstration, and practice by students in methods of:

- (1) handling wheelchairs, including moving wheelchairs up and down steps, curbs, ramps, and lifts
- (2) folding and unfolding manual wheelchairs; and
- (3) handling wheelchairs on uneven, wet, or icy surfaces;

F. if the service transfers passengers from a wheelchair to a seat, discussion and demonstration of moving, lifting, and transferring passengers, including assisted and unassisted transfers, two-handed transfers, and standing transfers;

G. instruction in guidelines for appropriate handling of a vehicle transporting persons with disabilities that includes instruction that passengers may have balance or mobility problems and may not be able to grab railings or brace themselves for sudden stops, sharp turns, or other uneven or abrupt maneuvers;

H. discussion and demonstration of placing the assistive devices, operating the lifts, ramps, and wheelchair securement devices, and using them properly if the vehicle to be operated is equipped with them;

I. discussion and demonstration of the assistance to be offered to ambulatory passengers, including assistance for standing, sitting, and going up and down steps and curbs

Two-way Communications

- Required before driving
 - Required for drivers and attendants
 - No set length of time for the course work
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 1, item B.)

Instruction in operating the radio, cellular telephone, or other means of two-way communication

Wheelchair lift, ramp and securement devices

- Required before driving
 - Required for drivers and attendants
 - No set length of time for the course work
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 1, item C.)

Instruction and demonstration in operating the vehicle ramp, wheelchair lift, and wheelchair securement devices, if the vehicle is so equipped.

Instruction in what to do in case of medical emergency or accident

- Required before driving
 - Required for drivers and attendants
 - No set length of time for the course work
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 1, item D.)

Instruction in 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 under part [8840.5950](#), subpart 4; Emergency stopping.

When a vehicle is stopped for an emergency purpose or is disabled on the roadway or shoulder of a highway outside a business or residence district during the time when lighted lamps must be displayed, the driver shall promptly place an emergency warning triangle on the roadway on the traffic side of the vehicle ten feet from the vehicle in the direction of approaching traffic. A second emergency warning triangle must be placed approximately 100 feet from the vehicle in the direction of approaching traffic. If the vehicle is stopped or disabled on a one-way roadway, the driver shall place an additional warning triangle approximately 200 feet from the vehicle in the direction of approaching traffic.

Instruction in conducting daily vehicle inspection

- Required before driving
 - Required for driver only
 - No set length of time for the course work
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 1, item E references Part 8840.5950, subpart 1, OPERATIONS, item B.)

Providers shall conduct or cause to be conducted, a daily visual safety inspection of:

- (1) coolant level;
- (2) lights, turn signals, hazard flashers;
- (3) tires;
- (4) windshield wipers and washer fluid;
- (5) mirrors; and
- (6) fuel level.

REQUIRED COURSES: WITHIN 45 DAYS

First Aid

- Required within 45 days
 - Required for drivers and attendants
 - Four hours
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 2, Item A)

Does not apply to a person who possesses a current first aid certificate taught by a certified instructor using a certified course under part 8840.6200, or who possesses a current certificate issued under Minnesota Statutes, section 144E.27.

Subpart 4. First Aid Training

Each driver and attendant shall successfully complete a first aid or emergency-care course of not less than four hours that must include instruction in:

- A. preliminary treatment of shock;
- B. control of bleeding;
- C. airway management;
- D. prevention and treatment of frostbite and exposure to cold;

- E. prevention and treatment of heat exhaustion and heat stroke;
- F. recognition of sudden illness such as stroke, heart attack, convulsions, fainting, and seizures; and
- G. when and how to summon emergency medical assistance services.

Defensive Driving

- Required within 45 days
 - Required for drivers only
 - Four hours of classroom instruction
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 2, Item B)

Abuse-Prevention Training

- Required within 45 days
 - Required for drivers and attendants
 - Four hours
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Subpart 8 Abuse-prevention training

Each driver and attendant shall successfully complete an abuse-prevention training course of not less than four hours that must include instruction in statutes, rules, and applicable procedures relating to:

- A. sexual abuse or misconduct;
- B. the protection of vulnerable adults;
- C. the maltreatment of minors;
- D. the appropriate response to victims of abuse, neglect, maltreatment, or sexual misconduct; and
- E. the reporting requirements for incidents of abuse, neglect, maltreatment, or misconduct.

Passenger Assistance Training

- Required within 45 days
 - Required for drivers and attendants
 - Minimum of 8 hours
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 2, Item C references subpart 5 or 6)

Subp. 5. Passenger assistance training

Each driver and attendant who transports passengers seated in wheelchairs or who assists passengers in transferring from a wheelchair to a vehicle shall complete a minimum of eight hours training in the techniques of transporting and assisting the elderly and passengers with physical disabilities. Passenger assistance training must include:

- A. discussion of functional limitations of the aging process and major disabling conditions and how those conditions affect mobility and communication, including:
 - (1) speech limitations;
 - (2) balance limitations;
 - (3) limb loss and muscle control loss;
 - (4) breathing disorders;
 - (5) skin sensation loss;
 - (6) vision impairments and hearing loss;
 - (7) emotional disorders and mental impairments;
 - (8) paralysis;
 - (9) endurance level diminishment; and
 - (10) temperature control loss;

- B. description of the uses, functions, and limitations of common assistive devices used by the elderly and persons with disabilities and the proper means of providing assistance to persons using those devices;

- C. discussion of attitudes toward the elderly and persons with disabilities, which must include the participation of the elderly and persons with disabilities;

- D. discussion of the effect of mobility impairments, medication, and past experiences on passengers and how to behave in a sensitive and professional manner;

- E. discussion, demonstration, and practice by students in methods of:
 - (1) handling wheelchairs, including moving wheelchairs up and down steps, curbs, ramps, and lifts
 - (2) folding and unfolding manual wheelchairs; and
 - (3) handling wheelchairs on uneven, wet, or icy surfaces;

- F. if the service transfers passengers from a wheelchair to a seat, discussion and demonstration of moving, lifting, and transferring passengers, including assisted and unassisted transfers, two-handed transfers, and standing transfers;

- G. instruction in guidelines for appropriate handling of a vehicle transporting persons with disabilities that includes instruction that passengers may have balance or mobility problems and may not be able to grab railings or brace themselves for sudden stops, sharp turns, or other uneven or abrupt maneuvers;

- H. discussion and demonstration of placing the assistive devices, operating the lifts, ramps, and wheelchair securement devices, and using them properly if the vehicle to be operated is equipped with them;

I. discussion and demonstration of the assistance to be offered to ambulatory passengers, including assistance for standing, sitting, and going up and down steps and curbs

J. discussion of common assistive devices including:

- (1) manual and electric wheelchairs and electric scooters;
- (2) canes;
- (3) crutches;
- (4) walkers;
- (5) leg braces, prostheses, and slings; and
- (6) guide dogs.

Subp. 6. Ambulatory passenger assistance training

Each driver and attendant who transports the elderly and passengers with physical disabilities who do not use stretchers or wheelchairs, or who transports passengers who do not transfer from a wheelchair to a seat in the vehicle, shall complete a minimum of four hours training in the techniques of transporting and assisting the elderly and passengers with physical disabilities. The training must include instruction in the elements listed in subpart 5, items A to D, G, I, and J.

REFRESHER COURSES AND CONTINUING EDUCATION

Refresher First Aid

- Required within three years from the date the driver or attendant completed the initial training required, and every three-year period thereafter
 - Required for drivers and attendants
 - Four hours
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 9, Item A)

Must include the following instruction from subpart 4. First Aid

Each driver and attendant shall successfully complete a first aid or emergency-care course of not less than four hours that must include instruction in:

- A. preliminary treatment of shock;
- B. control of bleeding;
- C. airway management;
- D. prevention and treatment of frostbite and exposure to cold;

- E. prevention and treatment of heat exhaustion and heat stroke;
- F. recognition of sudden illness such as stroke, heart attack, convulsions, fainting, and seizures; and
- G. when and how to summon emergency medical assistance services.

Defensive Driving

- Required within three years from the date the driver completed the initial training required, and every three-year period thereafter
 - Required for drivers only
 - Two hours of classroom instruction
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(MN Admin Rule Chapter 8840.5910, subpart 9, Item B)

Passenger Assistance Training and Abuse-Prevention

- Required within three years from the date the driver or attendant completed the initial training required, and every three-year period thereafter
 - Required for drivers and attendants
 - Two hours
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(MN Admin Rule Chapter 8840.5910, subpart 9, Item C)

Continuing Education Related to Providing Special Transportation Service

- Required within three years from the date the driver or attendant completed the initial training required, and every three-year period thereafter
 - Required for driver and attendants
 - Seven hours
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Course Description (MN Admin Rule Chapter 8840.5910, subpart 9, Item D)