



# COLORADO DEPARTMENT OF EDUCATION

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**Robert K. Hammond**  
Commissioner of Education

**Diana Sirko, Ph.D.**  
Deputy Commissioner

**Keith Owen, Ph.D.**  
Associate Commissioner

TO: Transportation Directors

FROM: Bruce D. Little, Senior Transportation Consultant, (303) 866-6655  
Greta L. Bleau, Senior Transportation Consultant, (303) 866-6656

DATE: August 26, 2011

SUBJECT: New Transportation Staff Training Program

This program is designed to help the new transportation director/supervisor and other new staff to better understand the federal and state statutes and regulations that apply to them. Discussion includes sharing ideas and examples on implementation.

This year three programs are offered:

**September 27 and 28, 2011**, at the new Adams 12 Five Star School District Transportation Facility, 1350 East 126<sup>th</sup> Avenue, Thornton. 10:00 a.m. to 5:00 p.m. on the first day and 8:00 a.m. to 3:00 p.m. on the second day.

**October 4 and 5, 2011**, at the Delta-Montrose Technical College, 1765 Highway 50, south of Delta. 10:00 a.m. to 5:00 p.m. on the first day and 8:00 a.m. to 3:00 p.m. on the second day.

**October 26 and 27, 2011**, in the Lamar School District Board Room, Administration Building, 210 West Pearl, Lamar. 9:00 a.m. to 2:30 p.m. each day.

Lunch will be provided at each program.

The topics will include:

- ▶ Web-site and Administrator's Reference Manual - structure
- ▶ Other references and resources
- ▶ CDE regulations
- ▶ Colorado state statutes
- ▶ USDOT requirements
- ▶ Driver and maintenance files structure and examples of documentation
- ▶ Transportation reimbursement - CDE-40 - common issues
- ▶ CDL procedures
- ▶ Special needs transportation

- ▶ CDE Services (SAR, TAE, driver in-service, web site, AV library)
- ▶ Questions and discussion

**Please RSVP by September 15 at** [little\\_b@cde.state.co.us](mailto:little_b@cde.state.co.us), so we have a count for materials and lunch.

Also, please bring the following:

- ▶ Your district's **Administrator's Reference Manual**.
- ▶ Any questions you may have.
- ▶ Examples of your program that you would like clarified.

Hope to see you there.