



**COLORADO**  
Department of Education

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# School Transportation Supervisor Training

July 2020

## Supervisor

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Operations

Bus Stops

Special Education

Administration

## Transportation Analyst

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Vehicle Specifications

Annual Inspector

Annual Inspections

Garage Operations

# Welcome



- Schedule 10:30 a.m. – 12:30 p.m.
- Please make sure your microphone is on mute, until you plan to speak.
- Feel free to use the chat room for questions during the presentation. My colleague, Fred Stewart, will be monitoring the chat for me. I will also be pausing throughout the training to see if you have questions.
- We will take a break about mid-way for you to grab a beverage, lunch or restroom break.
- Feel free to attend all sessions, or just portions of sections.

# Topics for today



- Leadership
- What do we need to know?
- What are our resources and where to find it.
- Navigating the CDE Transportation Website
- Law, Rule, Recommendation or Best Practice
- Federal Laws

# LEADERSHIP



"Leadership is **serving** the people that work for you by giving them the **tools** they need to succeed. Your workers should be looking forward to the customer and not backwards, over their shoulders, at you. It also means genuine **praise** for what goes well and leading by **taking responsibility** early and immediately if things go bad."



True leaders act with **integrity** and in doing so they establish **trust**. True leaders genuinely **value their people** and in doing so they create **loyalty**. True leaders are in the business of **assisting** people realize their **full potential** and in doing so they **inspire excellence**



A leader sets a **clear vision** for the organization, **motivates** employees, **guides** employees through the work process and **builds morale**. Leadership involves **leading others** toward **achieving** clear goals.





# Qualities in a Leader



Loyalty

Integrity

Serving

Leading Others

Full

Praise

Assisting

Guides

Potential

Taking Responsibility

Inspire

Achieving

Trust

Builds Morale

Motivates

Value their people

Tools

Vision





- Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. This concept is seen within the greater framework of a team, which is a group of interdependent individuals who work together towards a common goal.

## 6 Benefits of Teamwork in the Workplace

- Fosters Creativity and Learning. Creativity thrives when people work together on a team. ...
- Blends Complementary Strengths. Working together lets employees build on the talents of their teammates. ...
- Builds Trust. ...
- Teaches Conflict Resolution Skills. ...
- Promotes a Wider Sense of Ownership. ...
- Encourages Healthy Risk-Taking.

# Are you effective?



## Do you have credibility?

Co-worker to Supervisor  
Professional  
Consistent

Honest  
Ethical  
Lead by Example

## Do you know how to get the best out of your team?

Communicate  
Delegate  
Encourage Growth  
Reasonable Expectations  
Streamline Processes

Listen  
Reward  
Confront Conflict  
Set Goals

# What do we need to know?



- Federal Laws
- State Laws
- Colorado Department of Education Rules
- Commercial Driver License Requirements
- District Policies
- District Procedures
- Financial Management – Budgets, Purchasing
- Industry Standards – Best Practices
- Human Resource Processes – Interviews, Discipline, Termination
- Communication – Computer Programs, Routing, etc.

Where do we find these  
resources?



- Federal Motor Vehicle Safety Standards (FMVSS)
- National Highway and Transportation Safety Admin (NHTSA)
- United States Department & Colorado Department of Transportation (USDOT,CDOT)
- Federal Motor Carrier Safety Administration (FMCSA)
- Commercial Driver License Manual
- Model Traffic Code
- Colorado Revised Statutes
- Minimum Standards
- Operation Rules



- CDE Resource Guide
- CDE Annual Inspection and Maintenance Guide
- CDE License Matrix
- CDE Operator Guides (CDL and Non-CDL)
- CDE-40 Audit Resource Guide and Claims Guide
- Driver Trainer Guide
- Student Transportation Disabilities Manual
- Technicians Reference Manual
- CDE Staff
- Other Transportation Directors
- National Congress of School Transportation Guidelines



# Navigating the CDE Website and School Transportation Unit



- <http://www.cde.state.co.us/>
  - Search
  - Schoolview – websites
  - Directory
- <http://www.cde.state.co.us/transportation>

# Law Rule Recommendation Best Practice



- the system of rules which a particular country or community recognizes as regulating the actions of its members and which it may enforce by the imposition of penalties.
  - "they were taken to court for breaking the law"
- a rule defining correct procedure or behavior in a sport.
  - "the laws of the game"



## noun

- one of a set of explicit or understood regulations or principles governing conduct within a particular activity or sphere.
  - "the rules of the game were understood"
- control of or dominion over an area or people.
  - "the revolution brought an end to British rule"

## verb

- exercise ultimate power or authority over (an area and its people).
  - "Latin America today is ruled by elected politicians"
- pronounce authoritatively and legally to be the case.
  - "a federal court ruled that he was unfairly dismissed from his job"

# Recommendation



## **noun**

- a suggestion or proposal as to the best course of action, especially one put forward by an authoritative body.
  - "the committee put forward forty recommendations for change"
- the action of recommending something or someone.
  - "he selected his staff by personal recommendation"



- **noun**
- commercial or professional procedures that are accepted or prescribed as being correct or most effective.
  - "the proprietors are keen to ensure best practice in food preparation, storage, and serving"

# Federal Laws



# What are our resources and where do we find them?

- **Federal Motor Carrier Safety Administration (FMCSA)**

- Drug and Alcohol Clearinghouse
- Controlled Substances and Alcohol Use and Testing
- Commercial Driver's License Standards: Requirements and Penalties
- Driving of Commercial Motor Vehicles
- Federal Motor Carrier Safety Regulations; General #390 Waivers – Exemptions
- Medical requirements
- Supervisor Training Guidance (Drug and Alcohol)
- Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)
  - Entry Level Driver Training (Required January 2022)
- <https://www.fmcsa.dot.gov/>
- <https://www.fmcsa.dot.gov/regulations/education-related-transportation>



- **Individuals with Disabilities Education Act (IDEA)**

- Disability Categories
  - Discipline/Behavioral Support
  - Dispute Resolution
  - Free Appropriate Public Education (FERPA)
  - Individualized Education Program (IEP)
  - Individualized Family Service Plan (IFSP) early intervention
  - Least Restrictive Environment
  - Monitoring and Enforcement
  - Parents' Rights and Procedural Safeguards
  - Transportation Services
- 
- <https://sites.ed.gov/idea/topic-areas/>



- **No Child Left Behind Act (2002)**
- **Every Student Succeeds Act (ESSA) (2015)**
  - Requires states to develop plans that address standards, assessments, school and district accountability and special help for struggling schools.
  - **Foster Care Education**
  - **McKinney Vento**
    - Transportation required for homeless students
- <http://www.cde.state.co.us/>



- **National Highway Traffic Safety Administration (NHTSA)**

- Regulate the safety of motor vehicles and related equipment
  - Fixing America's Surface Transportation Act (FAST)
  - Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)
  - School Bus Safety
  - Child Restraint Systems

<https://one.nhtsa.gov/people/injury/buses/busseatbelt/index.html>

- <https://www.nhtsa.gov/>  
**(Road Safety)**



- **Family Educational Rights and Privacy Act**
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."



- **Free Appropriate Public Education Under Section 504**

- Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance, including federal funds. Section 504 provides that: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . .

- **Headstart**

- Head Start is a Federal program that promotes the school readiness of children from birth to age five from low-income families by enhancing their cognitive, social, and emotional development. Head Start programs provide a learning environment that supports children's growth in many areas such as language, literacy, and social and emotional development. Head Start emphasizes the role of parents as their child's first and most important teacher. These programs help build relationships with families that support family well-being and many other important areas.



- **Civil Rights Act**

- Outlaws discrimination on the basis of race, color, religion, sex, or national origin, required equal access to public places.
- <https://www.history.com/topics/black-history/civil-rights-act>

- **Freedom of Information Act (FOIA)**

- Provides the public the right to request access to records from any federal agency.
- <https://www.foia.gov/>

- **Colorado Open Records Act (CORA)**

- Provides that all public records shall be open for inspection by any person at reasonable times, with certain exceptions.
- [https://www.sos.state.co.us/pubs/info\\_center/cora.html](https://www.sos.state.co.us/pubs/info_center/cora.html)



Wednesday, July 15, 2020

State Laws/Rules

Operation Rules

Compliance

School Transportation Advisory Reviews

District Requirements

Driver Qualification Requirements

Transportation of Miscellaneous Items

Maximum Driving Time



# Questions?

# State Laws



- **Title 13 – Courts and Court Procedure damages and limitation on actions**
  - **Title 18 – Education** (physical force, endangerment)
  - **Title 19 – Children’s Code**
  - **Title 22 – Education** (residence, transportation of pupils)
  - **Title 42 – Education** (definitions)
- 
- <http://www.cde.state.co.us/transportation/2020cderesourceguide>

# Uniform Motor Vehicle Law



- Obstruction of view or driving mechanism - hazardous situation
- Minimum standards for commercial vehicles - motor carrier safety fund - created - definition – rules
- Misuse of a wireless telephone – definitions – penalty – preemption
- Increase in the penalty for text messaging while operating a motor vehicle
- Certain vehicles must stop at railroad grade crossings
- Accidents involving death or personal injuries – duties
- Accident involving damage – duty
- Duty to give notice, information, and aid
- Duty upon striking unattended vehicle or other property
- Duty upon striking highway fixtures or traffic control devices
- Duty to report accidents
- When driver unable to give notice or make written report
- School buses – equipped with supplementary brake retarders
- School vehicle drivers – special training required
- School buses – stops-signs-passing
- Regulations for school buses – regulations on discharge of passengers – penalty – exception
  - <https://www.codot.gov/library/traffic/traffic-manuals-and-guidelines/fed-state-co-traffic-manuals/2020-model-traffic-code-for-colorado.pdf>



- Colorado Department of Motor Vehicles
  - <https://www.colorado.gov/dmv>
  - Colorado Interactive Driver History
- Colorado Child Passenger Safety Law
  - <https://www.codot.gov/safety/carseats/colorado-child-passenger-safety-law-1>
- Colorado Safe Routes to School
  - <https://www.codot.gov/programs/bikeped/safe-routes>
  - [http://guide.saferoutesinfo.org/school bus locations/determining school bus stop locations.cfm](http://guide.saferoutesinfo.org/school_bus_locations/determining_school_bus_stop_locations.cfm)

# CDE Rules

# Minimum Standards 1CCR-301-25



- 1993-1999
- 1999-2007
- 2007-2015
- 2015-Present
  - <http://www.cde.state.co.us/transportation/1ccr301-252015>

# Operation and Maintenance Rules 1 CCR 301-26



- <http://www.cde.state.co.us/transportation/1ccr30126operationrulespdf>











