



## Qualification Files Documentation Requirements

2024-2025

### School Bus/Multifunction/Motor Coach Qualification File

- a. Job Description 4.01\*
- b. Current Copy of CDL License with proper class and endorsements 5.01(a)
- c. Current Copy of US DOT Medical Certificate 5.01(a)
- d. Current Motor Vehicle Record 5.01(c)
- e. Certificate of Receipt 5.01(d) \*
- f. Current CDE Written Test for School Bus/Multifunction/Motor Coach 5.01(f)
- g. Initial Driving Performance and Pre-Trip Test 5.01(g) \*
- h. Annual Driving Performance Test 5.01(g)
- i. Six (6) hours annual in-service training 5.01(e)
- j. Pre-Service Training Documentation
  - 1) Drug and Alcohol Training (Fed 49 CFR Part 40) \*
  - 2) Districts/Charters/Service Providers must also be able to show evidence that all CDL operators are enrolled in an FMCSA Drug and Alcohol Testing Program and show the annual query for the FMCSA Drug and Alcohol Clearinghouse. \*
  - 3) Mountain and Adverse Weather Training (per CRS 42-4-1902 5.01(h)\*)
  - 4) Confidentiality Training C.R.S. 22-1-123, 22-32-109.3, 5.01(h) \*
  - 5) Mandatory Reporter Training C.R.S. 22-32-109(1)(z), 5.01(h) \*
  - 6) Pre-Service Training 5.01(h) \*
  - 7) Current First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.01(i)
  - 8) Child Safety Restraint Systems 5.01(j) (if applicable) \*
  - 9) Proper Use of Physical Restraints on Students 5.01(j) (if applicable) \*
  - 10) Wheelchair Securement (if applicable) \*
  - 11) All CDL operators trained on or after February 7, 2022, are required to have a copy of all certificates and all syllabi pertaining to the completion of the ELDT training, which meets most pre-service requirements 5.01(k) \*

**\*Indicates that it is a permanent file.**



## **Type A/ Multifunction/Small Vehicle ROUTE Qualification File**

- a. Job Description 4.01 \*
- b. Current Copy of Operator License 5.02(a)
- c. Current CDE Vehicle Operators Medical Information Form STU-17 5.02(c)
- d. Current Motor Vehicle Record 5.02(d)
- e. Certificate of Receipt 5.02(e) \*
- f. Six (6) hours annual in-service training 5.02(f)
- g. Current CDE Written Test for Type A/Multifunction/Small Vehicle **ROUTE** 5.02(g)
- h. Initial Driving Performance and Pre-Trip Test 5.02(h) \*
- i. Annual Driving Performance Test 5.02(h)
- j. Pre-Service Training Documentation
  - 1) Mountain and Adverse Weather Training per CRS 42-4-1902 5.02(i) \*
  - 2) Confidentiality Training C.R.S. 22-1-123, 22-32-109.3, 5.02(i) \*
  - 3) Mandatory Reporter Training C.R.S. 22-32-109(1)(z). 5.02(i) \*
  - 4) Pre-Service Training 5.02(i) \*
  - 5) Current First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.02(j)
  - 6) Child Safety Restraint Systems 5.02(k) (if applicable) \*
  - 7) Proper Use of Physical Restraints on Students 5.02(k) (if applicable) \*
  - 8) Wheelchair Securement 5.02(k) (if applicable) \*
  - 9) Trailer Towing (if applicable) \*

**\*Indicates that it is a permanent file.**



## Type A/ Multifunction/Small Vehicle ACTIVITY Qualification File

- a. Job Description 4.01 \*
- b. Current Copy of Operator License 5.03(a)
- c. Current CDE Vehicle Operators Medical Information Form STU-17 5.03(f)
- d. Current Motor Vehicle Record 5.03(c)
- e. Certificate of Receipt 5.03(d) \*
- f. Current CDE Written Test for Type A/Multifunction/Small Vehicle **ACTIVITY** 5.03(e)
- g. Initial Driving Performance and Pre-Trip Test 5.03(i) \*
- h. Pre-Service Training Documentation
  - 1) Mountain and Adverse Weather Training per CRS 42-4-1902 5.03(g) \*
  - 2) Confidentiality Training C.R.S. 22-1-123, 22-32-109.3, 5.03(g) \*
  - 3) Mandatory Reporter Training C.R.S. 22-32-109(1)(z) 5.03(g) \*
  - 4) Pre-Service Training 5.03(g) \*
  - 5) First Aid/Cardiopulmonary Resuscitation/Universal Precautions Information 5.03(h)
  - 6) Proper Use of Physical Restraints on Student, 5.03(k) (if applicable) \*
  - 7) Child Safety Restraint Systems 5.03(k) (if applicable) \*
  - 8) Wheelchair Securement 5.03(k) (if applicable) \*
  - 9) Trailer Towing 5.03(j) (if applicable) \*

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**If an activity operator has completed the online class and has a copy of the Certificate of Completion that they print at the end of the class in their file, that covers the following pre-service training requirements.**

- Pre-service training
- Confidentiality
- Mandatory Reporter
- Mountain and Adverse Weather
- First aid/CPR/Universal Precautions Information

## Annual Inspector

- a. Current Copy of Operator License 8.02(a)
- b. Brake Inspector Qualification Certificate 49 CFR 396.25 and 8.02(b) \*
- c. Documentation verifying two (2) years of experience 8.02(c) \*
- d. CDE Initial hands-on performance test 8.02(d) \*
- e. CDE Annual Inspector written test 8.02(e) \*
- f. Electric Vehicle Maintenance and Inspection Training (if applicable) 8.02(f)
- g. Job Description 4.01 \*

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## Paraprofessional

- a. Job Description 4.01\*
- b. Current valid identification card 5.04(a)
- c. Certificate of Receipt 5.04(d)\*
- d. Current CDE Vehicle Operators Medical Information Form STU-11 5.04(e)
- e. Pre-service Training Documentation 5.04(c)\*
  1. Mandatory Reporter Training C.R.S. 22-32-109(1)(z) 5.04(c)\*
  2. Confidentiality Training C.R.S. 22-1-123, 22-32-109.3 5.04(c)\*
  3. Current First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.04(f)
  4. Pre-service Training\*

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## Qualifications for Drivers and Paraprofessionals of Students with Special Needs

- a. Confidentiality Training C.R.S. 22-1-123, 22-32-109.3 5.06(a)\*
- b. Special Needs Emergency Evacuation Procedure Training 5.06(c)
- c. Pre-service Training Documentation\*
  1. Characteristics of Disabling Conditions 5.06(b)\*
  2. Utilization of Required Equipment 5.06(b)\*
  3. Techniques for Behavior Modification and De-escalation 5.06(b)\*
  4. Legal Requirements Related to Special Education Transportation 5.06(b)\*
  5. Power Lift, Including Placement and Securement of a Wheelchair on the Power Lift, Training 5.06(d)\*
  6. Correct Securement Points on a Wheelchair 5.06(e)\*
  7. Proper Use of the Wheelchair Tie-Down Occupant Restraint System (WTORS) 5.06(e)\*
  8. Proper Use of Physical Restraint on Students 5.06(e)\*
  9. Proper Use of all Child Safety Restraint Systems 5.06(e)\*
  10. Proper Maintenance and Storage of all assistive and securement devices 5.06(e)\*

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## Qualifications for ELDT Instructors

- a. Documentation of two years of verifiable driving/and or training experience, as applicable 49 CFR 380.725(b)(3). 6.2 and 6.4\*
- b. Current copy of operator license with proper endorsements 49 CFR 380.725(b)(3)
- c. Initial CDE ELDT Instructor Certificate(s) 6.3 and 6.5\*
- d. Copy of Recertified CDE ELDT Instructor Certificate(s) 6.3 and 6.5\*
- e. Application for Qualification/Recertification of ELDT Theory Instructors STU5 6.7\*
- f. Application for Qualification/Recertification of ELDT Behind-the-Wheel Instructors STU6 6.7\*
- g. Job description 4.1\*

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