



# COLORADO DEPARTMENT OF EDUCATION

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**Robert K. Hammond**  
Commissioner of Education

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Deputy Commissioner

## TR-71-11D

TO: Transportation Directors, Supervisors and Outside Inspecting Sites

FROM: Bruce D. Little, Senior Transportation Consultant, 303.866.6655  
Greta L. Bleau, Senior Transportation Consultant, 303.866.6656

DATE: January 13, 2011

SUBJECT: CDE Annual Inspection/Preventative Maintenance Checklist form and  
CDE Affidavit of Annual Inspection form

Enclosed are the following revised forms required by the Rules for the Annual Inspection and Preventative Maintenance of School Transportation Vehicles, 301-29, 11.01:

1. CDE Affidavit of Annual Inspection form, STU-25
2. CDE Annual Inspection/Preventative Maintenance Checklist form, STU-26

Section 11.01 of these rules specifies that:

The CDE Affidavit of Annual Inspection form and CDE equivalent inspecting site annual inspection check-list form shall be used by the inspector insuring:

- 11.01(a) All items have been completed or marked as not applicable.
- 11.01(b) The inspector has signed the forms certifying that the items checked on the check-list were in satisfactory condition as of the completion date.
- 11.01(c) The annual inspector number has been recorded, and
- 11.01(d) The date has been recorded when the inspection was completed.

These forms need to be used on annual inspections started on or after February 1, 2011. Both forms are on the School Transportation web-site.

Make sure that all information items at the top of the check list are completed. Also, verify that all inspection items are either checked as inspected or marked N/A as not applicable.

A school district may use their own checklist after verifying that all inspection items on the CDE check list including signature, inspector number, date inspection started and completed, and information about the vehicle are included on the district form.

If a school district uses an outside inspection site, the original of the forms shall be kept at the inspection site and a copy shall be kept at the school district in a vehicle maintenance file.

Reminders for the inspector:

- After documenting the brake readings on the checklist, compare the actual drum/rotor reading to the manufacturer maximum to verify sufficient lining is left to safely operate the vehicle for the next 12 months.
- Compare the current brake readings to the previous inspection brake readings (see checklist form) to determine that the difference, if any, is appropriate.
- If the brake readings show an increase in thickness, instead of wear, from the previous inspection, please document the reason.
- The minimum thickness readings for both the top and bottom brake shoes shall be recorded.
- The actual brake readings need to be in the same measuring system as the manufacturer's maximum specification. For example, if the specification is in Metric Units then your readings must also be in Metric Units.

Please share both forms and this letter with all CDE certified annual inspectors at your facility.

Please note: **This letter and forms should be placed in Section D of the Colorado School Transportation Administrator's Reference Manual. Please mark off TR-71-11D on the Check List page at the front of the manual. Please dispose of the memo numbered TR-36-04D and the 2004 version of these two forms.**