



**COLORADO**  
Department of Education  
School Finance and Operations Division

# Type A, Multifunction and Small Vehicle Route/Activity Operator Guide

May 2022

SCHOOL TRANSPORTATION UNIT

201 East Colfax Avenue, Denver, CO 80203

[www.cde.state.co.us/transportation](http://www.cde.state.co.us/transportation)



## **Introduction**

The Colorado Department of Education (CDE) School Transportation Unit issues these guidelines to assist public and charter school districts, service providers and Boards of Cooperative Educational Services (BOCES) with developing policies and procedures for the transportation of students. These guidelines provide interpretations, suggestions, options, industry standards, best practices and ideas that are consistent with 1 CCR 301-26 The Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles; 1 CCR 301-25 Colorado Minimum Standards Governing School Transportation Vehicles, which promote transportation integrity in school transportation departments. It is our hope that this publication will serve as a resource to assist transportation providers as they work toward compliance with legislation and regulations.

## **Acknowledgements**

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1 CCR 301-26 Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles
2022-2023 License and Training Matrix



## Unit One – Driver Role and Responsibility

Driving a school transportation vehicle is an extremely important task, involving knowledge of related information, visual skills, judgments, decisions and accurate responses. Competent school transportation operators and uniformity in the operation of school transportation vehicles throughout the State of Colorado is imperative to provide efficient, economical transportation with the least amount of risk to our pupils and the public.

As a small vehicle operator you are not driving a vehicle the size of a typical school bus, however, you are still transporting students and are therefore held to a much higher standard than if you were just driving your own private vehicle. You are now one of the most trusted people in our society noting that parents are placing the safety of their children into the hands of a complete stranger. While the children are in the vehicle you are driving, their safety is entrusted to you.

School Transportation Vehicle Operators that operate their vehicle on the roadway obeying all traffic laws, exercising extreme caution, following all district/charter/service provider policies, adhering to all state and federal requirements while maintaining good order will be appreciated and respected in their community as a person who performs a difficult and necessary service.

Responsibilities of each driver are numerous and vary from insignificant tasks to extremely critical decision making that may involve the well-being of a passenger or liability of the school district/charter/service provider.

### Your Personal Pre-Trip

The personal pre-trip is just as important as the vehicle pre-trip. Factors that influence a driver's well-being are physical, emotional, and mental attitude. Stress in any of these areas can affect driving performance. Under physical, emotional, or mental stress a driver may have trouble concentrating and may experience slowed reaction time.

Be Well Rested - Fatigue is one of the major contributing factors to crashes. A well- rested driver is more alert to emergencies and is less likely to misjudge speed and distance. A driver who gets an adequate amount of rest is less likely to overreact to stress created by traffic and passengers.

Physical Health - Both illness and the medicine to combat it can interfere with concentration, coordination, and decision-making abilities. Medications, such as cold treatments, may cause more problems with driving ability than the illness itself.

Behind the wheel of a school transportation vehicle is no place to combat the flu.

Proper Dress - Clothing contributes to both safety and the driver's professional image. Loose clothing, drawstrings, unsecured long hair, and jewelry may get caught in equipment. Shoes with smooth soles or spiked heels may cause ankle injuries or slipping and falling on uneven or slick surfaces. Clothing and footwear must be appropriate for road and weather conditions. Footwear should be firm and stable, with no open toes or heels, and should fit securely to the foot. Remember, clothing that is provocative, advertises drugs, tobacco, alcohol, or sex should not be worn.

Drugs and/or Alcohol – The possession or use of any drugs or alcohol while driving is prohibited. The use of any drugs or alcohol prior to driving a school transportation vehicle is also prohibited.

Confidence - Confidence is also a factor. Over confident drivers may take unnecessary chances. Under confident drivers may not make critical driving decisions in a timely manner.

Emotional and Personal Problems – Driving is no place to rehearse arguments or re-live family fights. When such strong emotional events dominate drivers' thoughts, safe driving observations or the ability to make sound decisions is affected.

Mental Health - Generally speaking, the problems that fall into this category do not come on suddenly and, while treatable, this usually requires time. Mental health is closely related to emotional upsets and/or to physical problems. Being depressed over a lengthy period, with or without apparent reason, may be related to physical factors or brain chemical imbalances that characterize a mental condition. Drivers experiencing on-going mental or emotional problems may need help from a professional. Seeking out available resources is the first step.

Self-Esteem - These factors cannot be changed in a brief period, but they do affect driving. Studies show that drivers who lack self-esteem have more crashes.

In conclusion, know when you are "fit and ready" to drive the school vehicle. Know and acknowledge when you need help in becoming "fit and ready" to safely transport students. Safely transporting students is our business.

### **Five keys to be a successful school transportation vehicle operator:**

Competence

Positive Attitude

Communication

Cooperation

Safety Awareness

## What Are My Responsibilities?

Your responsibilities require a great amount of public contact and also public expectations. You are driving a vehicle with the name of your school district/charter/service provider/company displayed. If something goes wrong on the route, it is likely that your district/charter/service provider will receive a phone call before you return. As a small vehicle operator, you offer a transportation service to many different and challenging customers. Who are your customers? The customers riding in your vehicle will include students, who may be very young and may include young adults, through age 26. Other customers may include supervisors, teachers, parents, and coaches.

### Performance Abilities

- Operate varying sizes and types of school transportation vehicles used to transport pupils
- Familiarity with the geographic service area of the school district/charter/service provider
- Knowledge of local, state, and federal rules, regulations, ordinances, and laws regarding school vehicle operations
- Alert, with the ability to exercise good judgment concerning emergencies, disabled vehicles, and abnormal driving

### Responsibilities

- Follow established schedules/routes
- Maintain appropriate fuel level in the vehicle
- Maintain an acceptable standard of cleanliness of the vehicle
- Monitor mechanical condition by performing daily inspections (pre-trip, in- between and post trips). Report deficiencies to mechanic.
- Drive safely and defensively at all times
- Be prepared to conduct emergency evacuations.
- Report vehicle and/or student accidents/injuries to transportation supervisor or his/her designee
- Administer first aid as necessary
- Uphold district/charter/service provider small vehicle rules and regulations
- Maintain acceptable communications with transportation supervisor, staff, and the public
- Exhibit a positive image as a representative of the school district/charter/service provider
- Determine that all carry-on items are properly handled to minimize danger

## TYPES OF VEHICLES



Small Vehicle – a motor vehicle with a passenger capacity of nine or less passenger that does not meet the requirements of a Type A, B, C or D school bus. These vehicles may be used to transport student to and from home to school, school to school, or to school related events.



Type "A" Multifunction Bus – a motor vehicle, built to federal multifunctional school activity bus standards, designed for transporting students.



Type "A" School Bus – a conversion or a body constructed utilizing a cutaway front-section vehicle with a left side driver's door and a gross vehicle rating (GVWR) or 21,500 pounds or less

## Small Vehicle Route Operator Requirements

At a minimum, the driver must meet the following requirements to transport students

- valid operator's license
- 18 years of age
- MVR meeting the insurability requirements of the district/charter/service provider and/or insurance carrier prior to transporting student and annually thereafter
- current DOT physical or equivalent
- completed the annual written test
- must pass a driving performance and pre-trip test annually
- must be able to perform all essential functions of the position

Proof of these requirements must be kept on file in the transportation department. Each person must have a training outline that lists what training was accomplished, date, topic, duration, driver signature and the instructor's name.

## Training

### Pre-Service Training

**Per 1 CCR 301-26, Section 5.2**, prior to transporting students, the small vehicle route operator shall be provided with a pre-service training program. Districts/Charter Schools and Service Providers are required to provide, and document the following:

- a copy of job responsibilities – signed and placed in qualification file.
- training for the type of duties they may be required to perform
- training for the type of vehicle(s) to be operated
- first aid, cardiopulmonary resuscitation and universal precautions training
- student confidentiality training
- adverse weather training
- mountain driving training
- proper use of Child Safety Restraint Systems and wheelchair securement training when applicable
- training to perform all essential functions including emergency evacuations
- training on trailer towing (if applicable)

The operator must also successfully pass an initial driving performance evaluation, including pre-trip test prior to transporting students. **These are minimum requirements.** Proper documentation of completion of these requirements must be kept on file in the transportation department. If the operator works for multiple school district/charter and service providers, each school district/charter and service provider is required to maintain a current driver qualification file. The district/charter and service provider may have additional requirements.

**1 CCR 301-26, 4.02(a) If a school transportation vehicle operator, school transportation paraprofessional, or school transportation annual inspector works for more than one school district, charter school, service provider, or operator of an inspection site, each employer shall maintain a file with documentation in accordance with this rule.**

Annually

- The district/charter/service provider is required per 1 CCR 301-26,5.02(f) to provide the operator six hours of in-service training.
- The current year CDE Written Test for Small Vehicle Route Operators
- Motor Vehicle Record obtained
- Annual pre-trip and driving performance evaluation

**1 CCR 301-26, 5.2 School transportation vehicle route operators(transporting students to and from school or from school to school) driving vehicles with the capacity of 15 or fewer passengers(counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:**

**5.02(a) The operator shall possess a valid driver's license.**

**5.02(b) The operator shall be a minimum of 18 years of age.**

**5.02(c) The operator shall have a current physical examination (not to exceed two years) consistent with the requirements of the Federal Motor Carrier Safety Regulations, 49 CFR section 391.43.**

**5.02(d) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.**

**5.02(e) The operator shall be given and/or have access to the CDE Type A Multifunction Bus/Small Vehicle Route Driver Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.**

**5.02(f) The operator shall receive a minimum of six hours of in-service training annually. A portion of this annual in-service requirement may occur during the school year.**

**5.02(g) The operator shall successfully pass a CDE Type A Multifunction Bus/Small Vehicle Route Operator written test for the current school year prior to transporting students and annually thereafter.**

**5.02(h) The operator shall successfully pass a driving performance test including a pre-trip inspection prior to transporting students and annually thereafter. This test shall**

***be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools and service providers have the option to re-test at their discretion.***

***5.02(i) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.***

***5.02(j) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.***

***5.02(k) The operator shall receive training regarding the proper use and maintenance of Child Safety Restraint Systems(CSRs) and proper wheelchair securement, when the operator is engaged in transportation involving these systems and devices prior to transporting students.***

## **Small Vehicle Activity Operator Requirements**

At a minimum, the driver must meet the following requirements to transport students

- valid operator's license
- 18 years of age
- MVR meeting the insurability requirements of the district/charter/service provider and/or insurance carrier prior to transporting student and annually thereafter
- current year STU-17 Medical Information Form – If “yes” is indicated on any of the listed questions, a physician's release is required.
- completed the annual written test
- must pass a driving performance and pre-trip test initially
- must be able to perform all essential functions of the position

Proof of these requirements must be kept on file in the transportation department. Each person must have a training outline that lists what training was accomplished, date, topic, duration, driver signature and the instructor's name.

# Training

## Pre-Service Training

Per 1 CCR 301-26, Section 5.3, prior to transporting students, the small vehicle activity operator shall be provided with a pre-service training program. Districts/Charter Schools and Service Providers are required to provide, and document the following:

- a copy of job responsibilities – signed and placed in qualification file.
- training for the type of duties they may be required to perform
- training for the type of vehicle(s) to be operated
- first aid, cardiopulmonary resuscitation and universal precautions information
- student confidentiality training
- adverse weather training
- mountain driving training
- proper use of Child Safety Restraint Systems and wheelchair securement training when applicable
- training to perform all essential functions including emergency evacuations
- training on trailer towing (if applicable)

The operator must also successfully pass an initial driving performance evaluation, including pre-trip test prior to transporting students. **These are minimum requirements.** Proper documentation of completion of these requirements must be kept on file in the transportation department. If the operator works for multiple school district/charter and service providers, each school district/charter and service provider is required to maintain a current driver qualification file.

***1 CCR 301-26, 4.02(a) If a school transportation vehicle operator, school transportation paraprofessional, or school transportation annual inspector works for more than one school district, charter school, service provider, or operator of an inspection site, each employer shall maintain a file with documentation in accordance with this rule.***

***1 CCR 301-26, 5.3 School transportation vehicle operators, other than route operators, driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:***

***5.03(a) The operator shall possess a valid driver's license.***

***5.03(b) The operator shall be a minimum of 18 years of age.***

***5.03(c) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.***

***5.03(d) The operator shall be given and/or have access to the CDE Type A Multifunction Bus/Small Vehicle Operator Guide prior to transporting students. A***

*copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.*

*5.03(e) The operator shall successfully pass a Type A CDE Multifunction Bus/Small Vehicle Operator written test for the current school year prior to transporting students and annually thereafter.*

*5.03(f) The operator shall annually complete the CDE Multifunction/Small Vehicle Operators Medical Information Form (STU-17). Any yes annotations shall require a doctor's release.*

*5.03(g) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S 42-4-1902, and student confidentiality requirements prior to transporting students.*

*5.03(h) The operator shall be given and/or have access to first aid information, including cardiopulmonary resuscitation and universal precautions.*

*5.03(i) The operator shall successfully pass a driving performance test including a pre-trip inspection prior to transporting students. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test in subsequent years at their discretion.*

*5.03(j) Prior to driving a school transportation vehicle pursuant to 1 CCR 301-26-R-,13.11 operators shall receive training on towing a trailer.*

**Small vehicle activity operator online training is provided by CDE on our website**

**<http://www.cde.state.co.us/transportation>**

## **Pre-Trip and Post-Trip**

Training shall be provided concerning pre-trip and post-trip procedures for the type of vehicle to be operated. The district/charter and service provider procedures for reporting defects should be part of the pre-trip training. The operator of any school transportation vehicle shall perform and document a daily pre-trip prior to a vehicle being placed in service. The post-trip shall be completed at the end of daily operations of each vehicle.

***1 CCR 301-26, 9.1 Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or other transportation employee authorized by the school district, charter school, or service provider.***

***A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle.***

***1 CCR 301-26, 9.3 The pre-trip and post-trip inspection requirements for school transportation small vehicles shall include at a minimum all items listed on the CDE School Transportation Vehicle (Small Vehicle) – Pre-Trip and Post Trip Requirements Form (STU-8).***

## **Safety Restraints and Safety Belt Use**

The greatest lifesaving and injury reducing safety device drivers have on the bus for their own protection is the safety belt. However, if you do not use it, not only are you exposing yourself, your passengers, and other motorists to danger, but you are violating the law. Not only are you required to wear your seat belt per **1 CCR 301-26, 15.01** in addition, **15.02** requires that all passengers in the vehicle, if it is under 10,000 GVWR, must use their seat belts as well. As the driver, it is your responsibility to ensure that all of your passengers are secured in their seat belts prior to placing the vehicle in motion.

***1CCR 301-26, 15.1 A school transportation vehicle operator shall have the safety belt fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.***

***15.2 All passengers in a school transportation vehicle under 10,000 lbs. GVWR shall have their safety belts fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.***

## **Restrictions Regarding Carry-On Items**

As the driver of a small vehicle, whether it be on a route or on an activity trip, it is your responsibility to ensure that all carry-on items are managed and secured. Keep in mind that in the event of a crash all items that have not been properly secured could become airborne, especially if it involves a rollover.

We all know that students carry a considerable number of items especially if they are travelling to a sporting event. Best practice in the school transportation industry is that if a student can hold the item(s) then they are permitted to bring it aboard. However, there may be occasions where the item being transported cannot be held by a student. In that situation, it must be properly secured per **1 CCR 301-26 16.2**. Items are not permitted to be placed in a seat to the extent that it would extend beyond the height of the seat back. They also cannot be placed in the aisle or in front of any emergency exit.

**1 CCR 301-26, 16.1 A school transportation vehicle operator shall ensure that all carry-on items are properly handled in order to minimize the danger to all others.**

**16.2 All baggage, articles, equipment or medical supplies (except those held by individual passengers) shall be secured in a manner which assures unrestricted access to all exits by occupants, does not restrict the driver's ability to operate the bus and protects all occupants against injury resulting from falling or displacement of any baggage, article, or equipment. Oxygen cylinders meet this standard if they are both medically necessary and secured to a wheelchair, shall be considered to be in compliance with this subsection, provided they do not impede access to any exit. School districts, charter schools, and service providers shall use reasonable care in determining the number of cylinders that may be safely transported at one time.**

## **Emergency Equipment**

Small Vehicles are required to carry emergency equipment that must be properly secured in the vehicle as well.

**1 CCR 301-25, 20.06 Small vehicles shall carry the following emergency equipment:**

**20.06(a) Three (3) emergency triangle reflectors in a securely mounted case,**

**20.06(b) One 24-unit first aid kit as found in 20.02,**

**20.06(c) One securely mounted, two ½ pound, dry chemical fire extinguisher with a minimum rating of 1A10BC,**

**20.06(d) One durable webbing cutter having a full width handgrip and a protected blade. The cutter shall be mounted in a location accessible to the seated driver.**

**20.06(e) One basic body fluid clean-up kit as found in 20.04,**

**20.07 Emergency equipment shall be securely mounted. Emergency equipment shall be clearly visible or in a location plainly indicated by appropriate markings.**

## **Chemicals and Cleaning Supplies**

CDE has placed restricts on the quantity and what can be carried in a school transportation vehicle. If you were ever involved in a crash and emergency services were to respond to the scene and found students covered in liquids, they would want to know what that liquid is so they would know how to properly treat it. Again, all of these items must be properly secured to the vehicle.

**1 CCR 301-26, 16.3 All chemicals and cleaning supplies carried on a school transportation vehicle must meet the following precautions:**

**16.03(a) Container is non-breakable;**

**16.03(b) Container is labeled with contents;**

**16.03(c) Pressurized aerosols are prohibited;**

**16.03(d) Container is secured in a bracket, or in a closed compartment in the driver's area or a compartment on the exterior of the bus; and**

**16.03(e) Containers and quantities of products are no more than 32 ounces in size**

## **Decorations**

We all know that children like decorations, however, the school bus is not the proper place for decorations, particularly if they potential could block a driver's view or impede an emergency exit.

**16.4 Interior-decorations shall not be located within the driver's area (including the space in front of the front barriers, the step-well, dash, walls and ceiling, the windshield, the entry door, the driver's side window, and all windows in front of the front barrier), the first two passenger windows on both sides of the vehicle or all windows on the rear of the vehicle. Other decorations within the passenger compartment shall not;**

**16.04(a) Cover any required lettering;**

**16.04(b) Impede the aisle or any emergency exit;**

**16.04(c) Hang from the walls and/or ceiling.**

Decorations on the outside of the vehicle are prohibited as well. The **Colorado Minimum Standards Governing School Transportation Vehicles 1 CCR 301-25** specify in great detail what exterior color, signage, markings, reflective tape etc., are permitted on the exterior of a school bus or multifunction bus.

## **Maximum Driving Time**

When calculating your maximum drive/on duty -time it is important to understand that the total number of hours includes **ANY** on-duty time for **ALL** employers. You cannot exceed 10 hours of driving time in one 24-hour period. You also, cannot exceed 14 hours of on-duty time in one 24-hour period.

**17.0 Maximum Driving Time for School Transportation Vehicle Operators**

**17.1 School transportation vehicle operators, including small vehicle operators, shall not drive (nor shall the school districts, charter schools, or service providers permit or require operators to drive):**

***17.01(a) In excess of 10 hours or after being on-duty 14 hours until completing 10 hours off duty. This would include on-duty time for all employers. Ten hours off-duty may be consecutive or accumulated in two or more periods of off-duty time with one period having a minimum of six consecutive hours off-duty.***

***17.01(b) After being on-duty for more than 70 hours in any seven consecutive days.***

***17.01(c) In case of emergency, an operator may complete the trip without being in violation if such trip reasonably could have been completed absent the emergency.***

**17.2 In lieu of section 17.00 of these rules, a school district, charter school, or service provider may comply with the Federal Motor Carrier Safety Regulations, 49 CFR section 395.**

**17.3 Definitions:**

***17.03(a) Day - Means any 24-consecutive hour period beginning at the time designated by the school district, charter school, or service provider.***

***17.03(b) On-duty time - Includes all time worked for all employers, including all driving and non-driving duties.***

***17.03(c) Off-duty time - School transportation vehicle operators may consider waiting time (whether compensated time or not) at special events, meal stops, and school related events as off-duty if the following criteria are met:***

***17.03(c)(1) The operator shall be relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and students, and***

***17.03(c)(2) The operator shall be at liberty to pursue activities of his/her choice, including leaving the premises on which the bus is located.***

**17.4 All school transportation vehicle operators shall document that they are in compliance with this section, hours of service.**

***17.04(a) An operator's daily log, or equivalent, shall be completed for the trip in the operator's own handwriting when the trip requires a scheduled or unscheduled overnight stay away from the work reporting location.***

## **Emergency Evacuations**

As the driver of a school transportation vehicle you could potentially be the only adult present if an emergency occurs. As the adult present, all of the students will be looking to you for

instructions and leadership in an emergency. Having written documentation that you are conducting evacuations and reading evacuation instructions **prior to every activity trip** is required per **1 CCR 301-26, 19.0**. We will cover emergencies in greater detail in Unit Six.

### **19.0 Emergency Evacuation Drills**

**19.1 Emergency evacuation drills shall be conducted with students by all school transportation vehicle operators and school transportation paraprofessionals at least twice during each school year.**

**19.01(a) One drill shall be conducted in the fall and the second drill conducted in the spring.**

**19.01(b) Substitute and Multifunction operators of 16 or greater vehicle capacity (counting the driver) shall be trained how to conduct the emergency evacuation drills.**

**19.2 Students on school related events shall receive emergency evacuation instruction prior to departure.**

**19.3 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.**

## **Distracted Driving**

Approximately 5,500 people are killed each year on U.S. roadways and an estimated 448,000 are injured in motor vehicle crashes involving distracted driving (NHTSA Traffic Safety Facts: Distracted Driving).

Effects of distracted driving include slowed perception, which may cause you to be delayed in perceiving or completely failing to perceive an important traffic event; delayed decision-making and improper action, which can cause you to be delayed in taking the proper action or make incorrect inputs to the steering, accelerator or brakes

Evidence suggests that text messaging is even riskier than talking on a cell phone because it requires you to look at a small screen and manipulate the keypad with one's hands.

Texting is the most alarming distraction because it involves both physical and mental distraction simultaneously.

Research indicates that the burden of talking on a cell phone - even if it is hands-free - saps the brain of 39% of the energy it would ordinarily devote to safe driving. Drivers who use a hand-held device are more likely to get into a crash serious enough to cause injury. **CRS 42-4-239** is the Colorado statute that makes it a crime for a person 18 years of age or older to text while

operating a motor vehicle. A violation of this law is a class 2 traffic misdemeanor that is punishable by a minimum fine of \$300.

The code section states that”

***“a person eighteen years of age or older shall not use a wireless telephone for the purpose of engaging in text messaging or other similar forms of manual data entry or transmission while operating a motor vehicle.”***

- Turn off all communication devices. If you must use a mobile phone, make sure it is within close proximity; that it is operable while you are restrained; use an earpiece or the speaker-phone function; use voice-activated dialing; or use the hands-free feature. Drivers are not in compliance if they unsafely reach for a mobile phone, even if they intend to use the hands-free function. Do not type or read a text message on a mobile device while driving.
- Familiarize yourself with your vehicle’s features and equipment before you get behind the wheel.
- Adjust all vehicle controls and mirrors to your preferences **prior** to driving.
- Pre-program radio stations and pre-load your favorite CDs.
- Clear the vehicle of any unnecessary objects and secure cargo.
- Review maps, program the GPS and plan your route **before** you begin driving.
- Do not attempt to read or write while you drive.
- Avoid eating and drinking while you drive. Leave early to allow yourself time to stop to eat.
- Do not engage in complex or emotionally intense conversations with other occupants.

**Check your local district/charter or service provider policy regarding the use of a cell phone while on duty.**



## **Unit Two – District/Charter and Service Provider Responsibilities – Rules**

Below are the rules in 1 CCR 301-26 that are the district/charter and service provider responsibilities.

### **Job Description**

*4.1 School districts, charter schools and service providers shall outline job responsibilities and develop job qualification standards for each school transportation vehicle operator and school transportation paraprofessionals, annual inspector, and school transportation entry level driver instructor, consistent with federal and state regulations. A copy of these requirements shall be provided to each school transportation vehicle operator, annual inspector, school transportation entry level driver instructor, and paraprofessional upon employment. A copy shall also be maintained in the applicable qualification file.*

### **Files and Training Documentation**

*4.2 School districts, charter schools and service providers shall maintain separate files for each school transportation vehicle operator, school transportation paraprofessional, school transportation entry level driver instructor, and school transportation annual inspector with written documentation evidencing all listed requirements indicated in Rule 5.00, Rule 6.00 and Rule 7.00, as applicable. Training documentation shall include the trainer name, date of the training, description of the training, duration of each topic covered and the signature of all attendees.*

### **Work for more than one District/Charter Service Provider**

*4.02(a) If a school transportation vehicle operator, school transportation paraprofessional, or school transportation annual inspector works for more than one school district, charter school, service provider, or operator of an inspection site, each employer shall maintain a file with documentation in accordance with this rule.*

### **Removing an Operator from Service**

*4.4 School districts, charter schools and service providers shall not permit a school transportation vehicle operator to transport students, while the operator's ability or alertness is so impaired, through fatigue, illness or any other cause, as to make it unsafe for the operator to transport students.*

## **Written Emergency Procedures**

***4.5 School districts, charter schools and service providers shall have written emergency procedures and/or contingency plans to be followed in the event of a traffic accident, vehicle breakdown, unexpected school closing, unforeseen route change, or relocation of a student stop in an emergency.***

## **Unattended Students Left on Vehicles**

***9.4 School districts, charter schools, and service providers shall have a procedure in place to verify that students are not left on an unattended school transportation vehicle.***

## **Maintenance and Repair**

***12.1 School districts, charter schools and service providers must ensure all school transportation vehicles are systematically inspected, maintained and repaired to ensure that school transportation vehicles are in safe and proper operating condition.***

***12.2 School districts, charter schools and service providers shall have a system to document preventative maintenance, reported defects and repairs made to school transportation vehicles.***

***12.3 School districts, charter schools and service providers shall maintain separate files for each school transportation vehicle with documentation of all annual inspections, all preventative maintenance and all reported damage, defects or deficiencies and the corresponding repair and maintenance performed.***

***12.6 Following a reported damage, defect, or deficiency of a school transportation vehicle, school districts, charter schools and service providers or a representative agent must repair the reported damage, defects or deficiencies, or document that no repair is necessary, ensuring that the vehicle is in safe and proper operating condition prior to transporting students.***

***12.7 School districts, charter schools and service providers shall not transport students in a school transportation vehicle which is not in safe and proper operating condition. A school transportation vehicle shall be designated as "out-of-service" by a school district, charter schools or service provider, a school transportation annual inspector or the CDE School Transportation Unit.***

## **Authorized Passengers**

**14.1 Only school district, charter school, or service provider personnel; students enrolled in a school district or charter school; law enforcement officials; or individuals that have received prior authorization from the school district, charter schools or service provider may be passengers on any school transportation vehicle.**

**14.2 The number of passengers transported on any school transportation vehicle shall not exceed the maximum seating capacity of the vehicle. Small vehicle capacity shall not exceed the number of safety belts as designed by the vehicle manufacturer.**

**14.3 Passengers shall not be permitted to stand in any school transportation vehicle while the vehicle is in motion. This does not preclude authorized persons (such as school transportation paraprofessionals) from completing their duties as required.**

**14.4 School districts, charter schools, and service providers shall consider the size of the passengers when determining the number of passengers that can safely occupy a school transportation vehicle seat.**

## **Route Planning – Student Loading and Discharge**

**18.2 The location of student stops shall consider factors including:**

**18.02(a) Ages of the students;**

**18.02(b) Visibility;**

**18.02(c) Lateral clearance;**

**18.02(d) Student access; and**

**18.02(e) Control of other motorists.**

**18.02(e)(1) Student stops for Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles should be located off of the roadway whenever possible.**

**18.6 School districts, charter schools and service providers shall ensure that if students are required to cross a roadway, highway or private road on which a student stop is being performed, they are prohibited from crossing a roadway, highway or private road constructed or designed to permit three or more separate lanes of vehicular traffic in either direction or with a median separating multiple lanes of traffic.**

**18.10 In determining the length of routes, school districts, charter schools and service providers must make an effort to minimize student ride times while considering student educational needs,**

*geographic boundaries, terrain, traffic congestion, and financial resources within the district. A local board of education, or the governing body of a charter school, may establish a maximum student ride time.*

## **Emergency Evacuations**

*19.1 Emergency evacuation drills shall be conducted with students by all school transportation vehicle operators and school transportation paraprofessionals at least twice during each school year.*

*19.01(a) One drill shall be conducted in the fall and the second drill conducted in the spring.*

*19.01(b) Substitute and Multifunction operators of 16 or greater vehicle capacity (counting the driver) shall be trained how to conduct the emergency evacuation drills.*

*19.2 Students on school related events shall receive emergency evacuation instruction prior to departure.*

*19.3 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.*

## Unit Three – Vehicle Inspections

Vehicle Inspection is a term given to the process of a recommended, systematized sequential procedure for inspecting a vehicle's condition to transport passengers.

During the inspection, drivers try to locate possible mechanical, electrical and/or other conditions by feeling, touching, looking, listening and/or smelling that may cause an interruption of timely service or a collision. Even though many school district/charter and service providers perform inspections differently, the procedures are basically the same. Performing the inspection is an implied driver duty.

**NEVER attempt to operate a defective vehicle!**

### Why should I perform Inspections?

The transportation of students is a sensitive job requiring concern for safety and liability.

State Statute – Model Traffic Code for Colorado 2020

**202. Unsafe vehicles - penalty – identification plates.**

***(1) It is unlawful for any person to drive or move or for the owner to cause or knowingly permit to be driven or moved on any highway any vehicle or combination of vehicles which is in such unsafe condition as to endanger any person, or which does not contain those parts or is not at all times equipped with such lamps and other equipment in proper condition and adjustment as required in this section and sections 204 to 231 and part 3 of this Code, or which is equipped in any manner in violation of said sections and part 3 or for any person to do any act forbidden or fail to perform any act required under said sections and part 3.***

**203. Unsafe vehicles - spot inspections.**

***(1) Uniformed police officers, at any time upon reasonable cause, may require the driver of a vehicle to stop and submit such vehicle and its equipment to an inspection and such test with reference thereto as may be appropriate. The fact that a vehicle is an older model vehicle shall not alone constitute reasonable cause. In the event such vehicle is found to be in an unsafe condition or the required equipment is not present or is not in proper repair and adjustment, the officer may give a written notice and issue a summons to the driver. Said notice shall require that such vehicle be placed in safe condition and properly equipped or that its equipment be placed in proper repair and adjustment, the particulars of which shall be specified on said notice.***

***(2) In the event any such vehicle is, in the reasonable judgment of such police officer, in such condition that further operation would be hazardous, the officer may require, in addition to the instructions set forth in subsection (1) of this section, that the vehicle be moved at the operator's expense and not operated under its own power or that it be driven to the nearest garage or other place of safety.***

### Safety

Safety is the most important reason you inspect your vehicle. Good inspections provide safety for you and for other road users. A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, cause a crash because of the defect. School officials and parents trust us with the safety of their children while they are in our care. If you did not perform your pre-trip and a child was injured due to a malfunction of your vehicle that you may have discovered during the course of a pre-trip, how would you explain to that parent why you did not perform your duties as required?

### Prevent Breakdowns

A vehicle inspection can, if done properly prevent breakdowns. You are trying to prevent a breakdown by maintaining your bus in its best condition. By using a prepared checklist, many items can be checked to determine if the bus is safe and ready to drive.

Preventing breakdowns can eliminate frustrations for you. For instance, by checking the fan belt, its potential to break while on route can be reduced. This will eliminate the frustration of having to wait for repairs or a bus replacement during the bus run.

Every breakdown regardless of the severity causes you and your students to be placed in potentially unsafe circumstances. Anytime a vehicle is along the edge of a roadway it creates a hazard for other motorists, and a school bus on the shoulder will have more than the usual amount of people stopping asking if you need assistance, thus creating an even bigger hazard.

When a school vehicle has a break down it causes great anxiety to some of our younger students, and if you have any medically fragile students it could be life threatening. For instance, consider the student that is a severe diabetic and needs medication at particular times and you are delayed for a substantial amount of time due to a breakdown that could have been prevented by doing a thorough pre-trip.

### Reduce Delays

Repairing worn and broken parts not only eliminates frustrations for you, but it also eliminates delays for your passengers. When students do not arrive on time to their destination, problems are caused for the students, teachers and parents.

When students do not arrive on time the phones in the transportation department start to ring “off the walls”! Many families depend on their students to arrive within a specific period due to work schedules, and after school events. In the morning when a bus runs late, it could make parents late for work, which causes them unnecessary stress and conflict, or worse yet, expose students to potential threats from wildlife, environment and potential predators.

### Prolong Vehicle Life

The daily inspection will help keep the bus in good working order. This, in turn, will prolong the life of the bus and reduce transportation costs.

## **Types of Vehicle Inspections**

### ***1 CCR 301-26, 9.0 Pre-trip/Post-trip Vehicle Inspections***

***9.1 Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or other transportation employee authorized by the school district, charter school, or service provider. A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle.***

***9.2 The pre-trip and post-trip inspection requirements for school transportation vehicles, other than small vehicles, shall include at a minimum all items listed on the CDE School Transportation Vehicle (School Bus/Multifunction Bus/Motor Coach Bus) – Pre-Trip and Post Trip Requirements Form (STU-9).***

***9.3 The pre-trip and post-trip inspection requirements for school transportation small vehicles shall include at a minimum all items listed on the CDE School Transportation Vehicle (Small Vehicle) – Pre-Trip and Post Trip Requirements Form (STU-8).***

***9.4 School districts, charter schools, and service providers shall have a procedure in place to verify that students are not left on an unattended school transportation vehicle.***

## **Pre-Trip**

One of the most important inspections is the one that you perform as a school bus driver. During this inspection you will check every component listed on your pre- trip inspection form to determine if your bus is ready for operation.

You have already reviewed the reason for conducting the inspection and found that they are both legally required, and also required by local school district/charter and service providers.

As you become aware of defects, you must report them immediately. You have a responsibility to drive a safe bus. Mechanics cannot make necessary repairs, nor do they know something is in need of repair, unless they receive appropriate feedback from you.

Pre-trip inspection forms must be kept by your district/charter and service provider for at least six months. The inspection form must be filled out completely with great care. Each inspection form should have a full driver signature.

You may want to consider keeping a copy of your pre-trip inspections to verify that you have completed the pre-trip inspection in the event it is ever questioned by supervision.

Your trainer will go over the specific items of the pre-trip inspection, what should be checked, how it is checked, and how to determine if it is defective.

## Between Trips

After you complete a bus run or have released your students at an event, and have some layover time you should perform a Between Trip Inspection. There are a number of items that should be checked. Check for pupils remaining in the bus. The possibility of leaving a child on the bus after a completed bus route is not acceptable and has potentially serious safety ramifications. This preventable problem can be addressed with an effective policy that requires drivers to check their bus before they exit it at the end of their route. See **1 CCR 301.26, 9.4**.

- Check for adequate fuel
- Check for vandalism of seats, walls, windows, etc., that may have occurred during the trip
- Check for anything that should not be on the bus, such as a bag or package that might look suspicious
- Check for materials that pupils may have left behind
- Pick up trash on the floor, sweep if needed
- Secure bus if not going out on a run immediately

## Post-Trip

When you complete your final run for the day a few things should be checked to secure the vehicle and get ready for the next day. In addition to items listed on the STU-8 and STU-9 the Post Trip Inspections may include:

- Check for students remaining in the vehicle.
- Refuel the vehicle .
- Record mileage and amount of fuel taken in
- Check for needed supplies
- Clean vehicle interior

The heaviest amounts of dirt are brought on your vehicle in the morning when students have been waiting outside to board. If you sweep your vehicle after your morning run, in the afternoon all you have to do is pick up any trash and do a quick sweep and your vehicle will look neat and clean all day long. Studies show that school buses that are kept clean demonstrates to students that the driver takes pride in caring for the vehicle and in return students will take better care of it as well. It also shows that buses that are well kept, drivers have less discipline issues.

- Park the vehicle in designated location
- Secure the vehicle
- Close windows and door
- Remove key (follow your district/charter and service provider procedures)
- Remove other equipment, if required
- Turn in items left in the vehicle
- Turn in all necessary paperwork and records

## **CDE School Transportation Assistance Review (STAR)**

The CDE School Transportation Unit conducts on-site reviews of all district/charter and service provider vehicle inspections and garage operations. During that review, CDE will randomly do a visual inspection of school transportation vehicles to determine any potential non-compliant concerns with the vehicles and required documentation. It will also review any non-compliant concerns with annual inspectors and inspections performed for the district/charter and service provider either by in-house technicians or outside CDE approved inspection sites. During the visual inspection if CDE determines that a vehicle(s) has defects that are listed in the CDE Out of Service Criteria or other defects determined to be potentially dangerous, the vehicle will be placed Out of Service until all repairs have been completed.

Some of the most common items found during STAR reviews:

- First Aid Kit – Missing and/or missing items
- Seats – padding broken down; seat bottoms not secured
- Clean Up Kit – Missing and/or missing items
- Instructional stickers by emergency exits peeling or missing
- Lack of documentation
- Unsecured items in the passenger compartment
- Cleaning supplies, unmarked, unsecured (not permitted to hang on the inside of wastebasket)
- Electrical Systems/Lights – headlights, tail lights, inoperative or with broken lenses
- Emergency exits - hard to open due to lack of inspection, buzzers not working

**ALL of the items listed should be discovered by the school transportation vehicle operator performing a thorough pre-trip, between trip and/or post trip inspection.**

## **Maintenance and Repair**

**12.1 School districts, charter schools and service providers must ensure all school transportation vehicles are systematically inspected, maintained and repaired to ensure that school transportation vehicles are in safe and proper operating condition.**

**12.2 School districts, charter schools and service providers shall have a system to document preventative maintenance, reported defects and repairs made to school transportation vehicles.**

**12.3 School districts, charter schools and service providers shall maintain separate files for each school transportation vehicle with documentation of all annual inspections, all preventative maintenance and all reported damage, defects or deficiencies and the corresponding repair and maintenance performed.**

**12.4 Any identified damage, defect or deficiency of a school transportation vehicle must be reported to the school district, charter schools or service provider, if it:**

**12.04(a) Could affect the safety of operation of the school transportation vehicle;**

**12.04(b) Could result in a mechanical breakdown of the school transportation vehicle;**

**12.04(c) Results in noncompliance with Colorado Minimum Standards Governing School Transportation Vehicles (1 CCR 301-25) and/or manufacturer's specifications.**

**12.5 Documentation for reported defects must include all the following:**

**12.05(a) The name of the school district, charter school or service provider;**

**12.05(b) Date and time the report was submitted;**

**12.05(c) All damage, defects or deficiencies of the school transportation vehicle; and**

**12.05(d) The name of the individual who prepared the report.**

**12.6 Following a reported damage, defect, or deficiency of a school transportation vehicle, school districts, charter schools and service providers or a representative agent must repair the reported damage, defects or deficiencies, or document that no repair is necessary, ensuring that the vehicle is in safe and proper operating condition prior to transporting students.**

***12.7 School districts, charter schools and service providers shall not transport students in a school transportation vehicle which is not in safe and proper operating condition. A school transportation vehicle shall be designated as “out-of-service” by a school district, charter schools or service provider, a school transportation annual inspector or the CDE School Transportation Unit.***

***12.07(a) Any school transportation vehicle discovered to be in an unsafe condition while being operated on the highway, roadway, or private road may be continued in operation only to the nearest place where repairs can safely be affected. Such operation shall be conducted only if it is less hazardous to the public than to permit the vehicle to remain on the highway, roadway, or private road.***

***12.8 Following a school transportation vehicle being placed “out-of-service,” a school district, charter school, service provider or a representative agent must make required repairs, ensuring that the vehicle is in safe and proper operating condition prior to transporting students. In the event of being placed “out-of-service” during an annual inspection, the school transportation vehicle must successfully pass a CDE annual inspection prior to transporting students.***



## Unit Four – Vehicle Operations

Driving a school transportation vehicle takes a great deal of skill and understanding of procedures relating to vehicle operations, laws and “Rules of the Road” we must follow. There is an extremely high expectation from the public that we should be nothing short of the absolute best drivers on the road, because we are transporting members of their families. It is important to follow ALL traffic laws not only when you are driving a school transportation vehicle, but in your private vehicle as well. How you drive your private vehicle, is more than likely how you will drive your school vehicle.

### A Defensive Driver Has These Five Characteristics!

- **Knowledge** – know traffic laws, recognize hazards, avoid collisions, and act correctly and in a timely fashion.
- **Alertness** – aware of your own physical and mental conditions that could affect your driving skills.
- **Foresight** – ability to anticipate and prepare for hazards, sizing up traffic situations as far ahead as possible, and changes in the driving situation that could be a threat to your safety.
- **Judgment** – look for alertness in any traffic situation, passing when safe, not making risky maneuvers and being in control of your behavior.
- **Skill** – having the ability to operate a vehicle properly and safely. Being able to make turns, change gears and to pass safely and legally.

### Five Keys to Driving Safely

- Aim high in steering – Look ahead 12 – 15 seconds
- Get the Big Picture – See what is going on around you
- Keep your eyes moving – Mirrors, mirrors, mirrors
- Leave yourself an out – Plan ahead, have a cushion
- Make sure they see you – Eye contact, horn, touching brakes

### Driving Fundamentals

**Before Driving** - Adjust your seat, apply the seat belt and adjust all mirrors. Make sure you know the location of all controls and can reach them easily.

**Before Starting the Engine** – Make sure the parking brake is set and the transmission is in park.

**Vans and Suburban’s** – Warm the vehicle up no faster than 1000 rpm’s. Check all the gauges for operation (oil, voltage, temperature, etc.)

**Automatic Transmissions** – Know the gear pattern. Depress the brake, move the gear selector to the proper gear, release the parking brake. As the vehicle speed increases, the vehicle will automatically shift to a higher gear.

**Allowing a vehicle to coast in neutral is against state law and it can also cause damage to the transmission!**

**Steering and Turning** – Make all maneuvers smooth and correctly. Always hold the steering wheel with a firm grip using both hands. Hand positions that are recommended are 10-2 and 9-3.

**Mirrors** – Get the “Big Picture” keep your eyes moving always looking ahead, left, right and to the rear. Check the mirrors every 8 to 10 seconds or more often in unique situation.

**Lane Use and Position on the Roadway** – Center your vehicle in the proper lane. The shoulder of the road and parking lanes are only for stopping and parking if traveling in two or more lanes in the same direction. Stay in the far-right lane unless passing. Drive a safe distance behind other traffic – follow the Basic Speed Law!! If in doubt, always yield the right-of-way – NEVER take it!

#### ***42-4-1101. Speed limits***

***No person shall drive a vehicle on a highway at a speed greater than is reasonable and prudent under the conditions then existing.***

**Changing Lanes** – Check the traffic approaching from the rear of your vehicle. Give advanced notice of your intention to change lanes by engaging the left turn signal. When clear, move to the passing lane. When passing is complete engage your turn signal to move back into the right lane. Cancel your turn signal. The lane changes should be smooth.

**Left and Right Turns** – Check the traffic on all sides of your vehicle. Signal 100 feet prior to turning at lower speeds in a city or town areas. Signal 200 feet prior to turning at higher speeds of 40 mph or more.

**Before Turns** – Downshift and/or brake before entering the turn. Position your vehicle in the proper lane giving proper notice to surrounding traffic. Wait behind stop lines, signs, crosswalks and sidewalks. When it is clear make the turn in one complete maneuver.

**Turning Around and Backing Maneuvers** – Signal well in advance by tapping your brakes, engaging turn signals, etc. Engage hazard warning light, tap your horn, check all mirrors for traffic and obstacles (look over your shoulder to clear blind spots), let traffic pass before backing up. Use caution – back slowly. **NO U-TURNS** on highways or interstates (if you miss an

exit, go to the next exit, do not use the lanes provided for emergency vehicles between the medians).

**Curves** – When approaching a curve, check the traffic in all directions. Before entering the curve reduce your speed and brake if necessary. Keep your vehicle in your lane of travel and continue to check traffic in all directions.

**Expressways** – Before entering an expressway, check all traffic, use proper turn signals and merge smoothly into the proper lane. Remember the traffic already on the expressway has the right-of-way, you must yield to them. Once you are on the expressway maintain the proper lane, spacing and speed. Check your mirrors constantly and monitor traffic in front of, beside and behind you. When exiting the expressway, check all traffic, use proper turn signals. Do not decelerate until you have entered the exit lane.

**Intersections** – Observe traffic at least three times before approaching an intersection, especially monitor any fast-approaching traffic. Turn signals still engaged by other driver, traffic not stopping for stop signs or traffic signals should be watched carefully.

**Stopping at Intersections** – ALWAYS yield the right-of-way! Stop behind stop lines, signs, crosswalks and when it is clear then pull forward and stop a second time. Re-check the intersection then proceed when it is clear. Check your mirrors and cover the brake so if needed you can stop.

### **42-4-802**

***Drivers must yield the right-of-way to pedestrians when a pedestrian is entering the roadway within a crosswalk without dedicated traffic signals. Drivers can enter the crosswalk to continue driving if the pedestrian is on the other side of the crosswalk, but not if they are so close that they would feel endangered by the vehicle's passing.***

**Passing** – Check traffic signs and road marking to determine if passing is permitted. Check oncoming traffic, beside and behind your vehicle that may also be preparing to pass. Engage your turn signal, and when clear move into the passing lane. When there is ample room between your vehicle and the vehicle you just passed, engage your turn signal and move back to the right lane 1 to 1 ½ vehicle lengths ahead of the vehicle you just passed. Cancel your turn signal.

**Stopping** – Vehicle weight and road conditions have a serious effect in the distance you will need to stop your vehicle. If possible, check your brake capabilities. Apply the brakes smoothly and ease off the pedal just prior to achieving a complete stop. When traveling behind other

vehicles make sure you allow ample distance between you and the vehicle ahead of you. You need to be able to see their back tires touching the ground.

**Parking** – Always leave yourself plenty of room to move out of a parking area. Turn the wheels toward the curb, shift into park and set the parking brake.

**Rear Overhand and Tail Swing** – Unlike a passenger car, buses have additional room behind the rear wheels to the outside of the bumper. This additional length requires closer observation when making turns as the tail swing can extend three to five feet over the curb. It is especially important when backing into a parking space. You must stop so the overhang is not going to hit anything. Do not wait until the rear tires hit the curb because at the point it may be too late and you have hit a tree or pole next to the curb.

**Distance** – Always drive a safe distance behind other traffic. Remember you are responsible to follow at a distance that will permit you to stop without striking the vehicle in front of you. Add ten seconds to your following distance in adverse weather conditions.

**Starting out on an Upgrade** – Check the traffic in all directions, accelerate slightly so you do not roll backward and allow extra room between you and the vehicle located in front of you.

**Starting out on a Downgrade** – Check the traffic in all directions, release the accelerator and select a safe speed. Downshift to reduce speed. Braking is used if additional slowing is needed prior to descending.

## Road Rage

The main characterization of road rage is a brief period of irrationality. When this occurs drivers experience exaggerated anger, irritation, aggravation and impatience! These emotions lead to impaired judgment, saying or doing things they may later regret, engaging in risky driving behaviors and attempting to punish or retaliate against the offending driver.

### How to Avoid Road Rage

- Avoid eye contact – aggressive motorists may feel challenged if you stare them down.
- Do not cut in front of a motorist no matter how big of a hurry you are in
- Allow fellow motorists to cut in during a traffic jam
- In rural areas, pull over to allow a motorist to pass if several cars pile up behind you
- Do not stay in the fast lane
- Do not allow your students to aggravate fellow drivers such as making obscene gestures
- Do not tailgate – always maintain a safe distance from the vehicle in front of you
- Use your horn sparingly – if you must get the attention of someone in a non-emergency, tap your horn lightly.

- Give the other driver the benefit of the doubt – assume that their mistakes are not intentional or personal.

### **1 CCR 301-26, 13.0 Operation of a School Transportation Vehicle**

***13.1 A school transportation vehicle shall not be operated in a manner which is unsafe, or likely to cause an accident, or likely to damage the vehicle.***

***13.2 A school transportation vehicle shall not be placed in motion on a roadway, highway or private road with the passenger entry door/service door open.***

***13.3 A school transportation vehicle's headlights or daytime running headlights shall be activated while the vehicle is in operation.***

***13.4 A school transportation vehicle shall not be fueled while students are on board, except in instances when unloading the students would present a greater hazard or peril to their safety.***

***13.5 Use of tobacco products as defined in Section 18-13-121(5), C.R.S., use or possession of illegal controlled substances, use or possession of alcohol and use or possession of marijuana or cannabinoid product, except as otherwise allowed by law, aboard any school transportation vehicle shall be prohibited at all times.***

***13.6 A school transportation vehicle operator shall not consume food unless the vehicle is stopped at a safe location with the park/emergency brake set.***

***13.7 When a school transportation vehicle is equipped with a roof mounted strobe lamp, the use of the strobe lamp is permitted only when the vehicle presents a hazard to other motorists, such as loading or unloading students in inclement weather or to enhance visibility of the vehicle when barriers inhibit such visibility.***

***13.8 A school transportation vehicle operator may use the strobe, in addition to the four-way hazard lamps, to warn other motorists that the vehicle is not in motion or is being operated at a speed of twenty-five miles per hour or less.***

***13.9 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, highway or private property, the horn or audible warning device shall be sounded and four-way hazard lamps actuated or there shall be a person outside the vehicle giving direction.***

***13.09(a) Backing a school transportation vehicle when students are outside of the vehicle at a student stop is prohibited***

***13.7 When a school transportation vehicle is equipped with a roof mounted strobe lamp, the use of the strobe lamp is permitted only when the vehicle presents a hazard to other motorists, such as loading or unloading students in inclement weather or to enhance visibility of the vehicle when barriers inhibit such visibility.***

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**13.09(a) Backing a school transportation vehicle when students are outside of the vehicle at a student stop is prohibited.**

**13.10 A Type A, B, C, and D School Bus, Multifunction Bus and Motor Coach Bus shall not be operated with a trailer or other vehicle attached while students are being transported.**

**13.11 School transportation small vehicles, with the capacity of 15 or fewer passengers (counting the driver), may tow trailers while students are being transported to the extent that trailering is a necessary component of a school district or charter school sponsored program.**

#### **14.0 Authorized Passengers**

**14.1 Only school district, charter school, or service provider personnel; students enrolled in a school district or charter school; law enforcement officials; or individuals that have received prior authorization from the school district, charter schools or service provider may be passengers on any school transportation vehicle.**

**14.2 The number of passengers transported on any school transportation vehicle shall not exceed the maximum seating capacity of the vehicle. Small vehicle capacity shall not exceed the number of safety belts as designed by the vehicle manufacturer.**

**14.3 Passengers shall not be permitted to stand in any school transportation vehicle while the vehicle is in motion. This does not preclude authorized persons (such as school transportation paraprofessionals) from completing their duties as required.**

**14.4 School districts, charter schools, and service providers shall consider the size of the passengers when determining the number of passengers that can safely occupy a school transportation vehicle seat.**

This is self-explanatory, but what about the chaperones' six-month old baby? Or the drivers' three-year-old child that is not enrolled in a school sponsored program? They may ride ONLY if they are given prior authorization. If they are given authorization then you, the school bus driver, will be responsible for the proper securement of that child. Check your district/charter and service provider policy.

## **15.0 Safety Restraints**

***15.1 A school transportation vehicle operator shall have the safety belt fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.***

***15.2 All passengers in a school transportation vehicle under 10,000 lbs. GVWR shall have their safety belts fastened, worn correctly and properly adjusted prior to the school transportation being placed in motion.***

## **National Association of State Director of Pupil Transportation School Bus Seat Capacity Position Paper 1999**

National Highway Traffic Safety Association recommends that all passengers be seated entirely within the confines of the school bus seats while the bus is in motion. Federal motor vehicle safety standard No. 222, "School Bus Passenger Seating and Crash Protection" requires that the interior of large buses provide occupant protection so that children are protected without the need to buckle-up. Occupant crash protection is provided by a protective envelope consisting of strong, closely spaced seats that have energy-absorbing seat backs. Persons not sitting or sitting partially outside of the school bus seats will not be afforded the occupant protection provided by the school bus seats.

Manufacturer's seating capacity in school buses can vary depending on the vehicle. They normally set the capacity limits based on three students per seat. So, for three students to fit in each seat they would be required to be elementary students that are quite small. Attempting to put three secondary or high school students in one seat would make it extremely uncomfortable for the students and more than likely cause one of them to have their feet in the aisle producing a trip hazard and reducing the use of compartmentalization. If you believe that your bus is overloaded, check with your supervisor to see what can be done to reduce your student count. Also, check your district/charter and service provider policy regarding "in-use" capacity.

### **25-14-103.5**

***Prohibition against the use of tobacco products and retail marijuana on school property - legislative declaration - education program - special account - definitions.***

***(1) The general assembly finds that many of the schools in this state permit the use of tobacco products in and around school property. The general assembly further finds that secondhand smoke generated by such activity and the negative example set and frequently imitated by our school children are detrimental to the health and well-being of such children as well as to school teachers, staff, and visitors. Accordingly, the general assembly finds and declares that***

***it is appropriate to create a safe and healthy school environment by prohibiting the use of tobacco products on all school property.***

***(2) As used in this section, unless the context otherwise requires:***

***(a) School means a public nursery school, day care center, child care facility, head start program, kindergarten, or elementary or secondary school through grade twelve.***

***(b) School property means all property, whether owned, leased, rented, or otherwise used by a school, including, but not limited to, the following:***

***(I) All interior portions of any building used for instruction, administration, support services, maintenance, and storage and any other structure used by a school; except that such term shall not apply to a building primarily used as a residence;***

***(II) All school grounds surrounding any building specified in subparagraph (I) of this paragraph (b) over which the school is authorized to exercise dominion and control. Such grounds shall include any playground, athletic field, recreation area, and parking area; and***

***(III) All vehicles used by the school for the purpose of transporting students, workers, visitors, or any other persons.***

***(c) Tobacco product shall have the same meaning as set forth in section 18-13-121 (5), C.R.S.***

***(d) Use means the lighting, chewing, smoking, ingestion, or application of any tobacco product.***

***(3) (a) (I) The board of education of each school district shall adopt appropriate policies and rules that mandate a prohibition against the use of all tobacco products and all retail marijuana or retail marijuana products authorized pursuant to article 10 of title 44 on all school property by students, teachers, staff, and visitors and that provide for the enforcement of such policies and rules.***

Notice that this says “use” of tobacco products. Noting that there are many drivers that use tobacco products, it is not prohibited for you to carry them on your person or in your private bag, purse, etc. However, it is prohibited from using tobacco products at any time, not just when students are on board. There are many people that have medical conditions that can be aggravated by tobacco smoke, so if you are going to smoke tobacco make sure you are far enough away from the school transportation vehicle that smoke does not enter the vehicle. Smoking is prohibited on school property.

As a school bus driver, the public holds you at a higher expectation. Please do not wear clothing that promotes the use of tobacco, alcoholic or controlled substances. Follow your district/charter and service providers dress code.

## Use of Hazard Warning Lights

Under certain circumstances operators may use their hazard warning lights to provide an extra margin of safety and while conducting a student loading and discharging passengers when you are in a school transportation small vehicle.

### Slowing Down

Warn drivers behind you when you see you will need to slow down. A few light taps on the brake pedal -- enough to flash the brake lights -- should warn following drivers.

Use the four-way emergency flashers for times when you are driving very slowly or are stopped. Warn other drivers in any of the following situations:

### Trouble Ahead

The size of your vehicle may make it hard for drivers behind you to see hazards ahead. If you see a hazard that will require slowing down, warn the drivers behind by flashing your brake lights.

### Stopping on the Road

Truck and bus drivers sometimes stop in the roadway to unload cargo or passengers, or to stop at a railroad crossing. Warn following drivers by flashing your brake lights. Do not stop suddenly.

### Driving Slowly

Drivers often do not realize how fast they are catching up to a slow vehicle until they are very close. If you must drive slowly, alert following drivers by turning on your emergency flashers if it is legal. (Laws regarding the use of flashers differ from one state to another. Check the laws of the states where you will drive.)

### **1 CCR 301-26**

***13.8 A school transportation vehicle operator may use the strobe, in addition to the four-way hazard lamps, to warn other motorists that the vehicle is not in motion or is being operated at a speed of twenty-five miles per hour or less.***

***13.9 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, highway or private property, the horn or audible warning device shall be sounded and four-way hazard lamps actuated or there shall be a person outside the vehicle giving direction***

***18.7 Four-way hazard lamps shall be used on private property such as parking lots***

***18.11 Pursuant to Section 42-4-1903(2), C.R.S., school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus (1) when***

*the student stop is at a location where the local traffic regulatory authority has by prior written designation declared such actuation unnecessary and (2) when discharging or loading passengers who require the assistance of a lift device and no passenger is required to cross the roadway. Further, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles do not have the functionality to control traffic. In these instances, the school transportation vehicle operator shall stop as far to the right off the roadway as possible to reduce obstruction to traffic, activate the four-way hazard warning lamps a minimum of 200 feet prior to the student stop, continue to display the four-way hazard warning lamps until the process of discharging or loading passengers has been completed, and deactivate the four-way hazard lamps before resuming motion. Students are prohibited from crossing any lanes of traffic to access the student stop or after disembarking.*

**18.13 Pursuant to 42-4-707 C.R.S., School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping and crossing railroad tracks:**

**18.13(a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing;**

**18.13(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail;**

**18.13(c) When stopped, the bus shall be as far to the right of the roadway as possible and shall not form two lanes of traffic unless the highway is marked for four or more lanes of traffic; and**

**18.13(d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise making equipment (fans, heater, radio, etc.)**

**18.14 After quietness aboard the stopped bus has been achieved, bus operators shall open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.**

**18.14(a) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.**

### **Model Traffic Code for Colorado**

#### **Part 2 – Equipment – 230. Emergency lighting equipment – who must carry**

**(2) Whenever a motor vehicle referred to in subsection (1) of this section is stopped upon the traveled portion of a highway or the shoulder of a highway for any cause other than necessary traffic stops, the driver of the stopped motor vehicle shall immediately activate the vehicular hazard warning signal flashers and continue the flashing until the driver places the bidirectional emergency reflective triangles as directed in subsection (3) of this section.**

## Basic Speed Law

### Model Traffic Code for Colorado

#### Part 11 – Speed Regulations

**(1) No person shall drive a vehicle on a highway at a speed greater than is *reasonable and prudent* under the conditions then existing.**

**(2) Except when a special hazard exists that requires a lower speed, the following speeds shall be lawful:**

**(a) Twenty miles per hour on narrow, winding mountain highways or on blind curves;**

**(b) Twenty-five miles per hour in any business district, as defined in section 42-1-102(11), C.R.S.;**

**(c) Thirty miles per hour in any residence district, as defined in section 42-1-102(80), C.R.S.;**

**(d) Forty miles per hour on open mountain highways;**

**(e) Forty-five miles per hour for all single rear axle vehicles in the business of transporting trash that exceed twenty thousand pounds, where higher speeds are posted, when said vehicle is loaded as an exempted vehicle pursuant to section 507 (3);**

**(f) Fifty-five miles per hour on other open highways which are not on the interstate system, as defined in section 43-2-101 (2), C.R.S., and are not surfaced, four-lane freeways or expressways;**

**(g) Sixty-five miles per hour on surfaced, four-lane highways which are on the interstate system, as defined in section 43-2-101 (2), C.R.S., or are freeways or expressways;**

**(h) Any speed not in excess of a speed limit designated by an official traffic control device.**

**(3) No driver of a vehicle shall fail to decrease the speed of such vehicle from an otherwise lawful speed to a reasonable and prudent speed when a special hazard exists with respect to pedestrians or other traffic or by reason of weather or highway conditions.**

**(7) Notwithstanding paragraphs (a), (b), and (c) of subsection (2) of this section, any city or town may by ordinance adopt absolute speed limits as the maximum lawful speed limits in its jurisdiction, and such speed limits shall not be subject to the provisions of subsection (4) of this section.**

**(b) Notwithstanding any other provisions of this section, no person shall drive a vehicle on a highway at a speed in excess of a maximum lawful speed limit of seventy-five miles per hour.**

Reasonable is described as:

(of a person) having sound judgment; fair and sensible. "no reasonable person could have objected" synonyms: sensible, rational, logical, fair, fair-minded, just, and equitable; as much as

is appropriate or fair; moderate. "a police officer may use reasonable force to gain entry"  
synonyms: within reason, practicable, sensible.

Prudent is described as:

Acting with or showing care and thought for the future. "No prudent money manager would authorize a loan without first knowing its purpose" synonyms: wise, well judged, sensible, politic, judicious, sagacious, sage, shrewd, advisable, well advised Just remember who is going to determine if your speed was reasonable and prudent!

Your idea of reasonable may not be the same as their idea of reasonable. Always error on the side of safety and reduce your speed!!!!

When you are on school grounds, you should always be going at an extremely low speed, even creeping due to the high volume of people in the general vicinity. If a student were to dart out in front of your vehicle, or slip off the curb would you be able to stop?

## **SLOW DOWN ON SCHOOL PROPERTY!**

The main reason drivers exceed speed limits are to save time. However, anyone trying to drive faster than the speed of traffic will not be able to save much time. The risks involved are not worth it. If you go faster than the speed of other traffic, you will have to keep passing other vehicles. This increases the chance of a crash, and it is more tiring. Fatigue increases the chance of a crash. Going with the flow of traffic is safer and easier.

## **Managing Your Space**

### **The Need for Space Ahead**

Plan ahead as you drive. Look for spots to use as escape routes. Sideswiping hillsides, rocks, trees, or guardrails may be the best alternative to slow the bus in an emergency. Deer, elk, or other wildlife may suddenly appear in the roadway. The operator's choices are to swerve or hit the animal. The safer choice is to hit the animal rather than swerving and losing control of the bus. Swerving will place your passengers in greater danger. It is natural to react by swerving, but knowledge of the possible consequences should override that decision.

If faced with a head-on collision, it MAY be a better option because of the size and weight of the bus and the fact that the operator and passengers sit above the impact zone. Swerving may cause the bus to slide out of control and leave the roadway and/or cause the bus to rollover. However, if facing a head-on collision with a large truck, avoidance by steering out of the way into the oncoming lane MAY be the best option, even if you must take the right-of-way from a car.

You need space ahead in case you must suddenly stop. According to accident reports, the vehicle that trucks and buses most often run into is the one in front of them. The most frequent

cause is following too closely. Remember, if the vehicle ahead of you is smaller than yours, it can stop faster than you can. You may crash if you are following too closely.

### **How Much Space?**

How much space should you keep in front of you? One good rule says you need at least one second for each ten feet of vehicle length at speeds below 40 mph. At greater speeds, you must add one second for safety. For example, if you are driving a 40-foot vehicle, you should leave 4 seconds between you and the vehicle ahead. In a 60-foot rig, you will need 6 seconds. Over 40 mph, you would need 5 seconds for a 40-foot vehicle and 7 seconds for a 60-foot vehicle.

To know how much space you have, wait until the vehicle ahead passes a shadow on the road, a pavement marking, or some other clear landmark. Then count off the seconds like this: “one thousand and-one, one thousand-and-two” and so on, until you reach the same spot. Compare your count with the rule of one second for every ten feet of length. If you are driving a 40-foot truck and only counted to 2 seconds, you are too close. Drop back a little and count again until you have 4 seconds of following distance (or 5 seconds if you are going over 40 mph). After a little practice, you will know how far back you should be. Remember to add one second for speeds above 40 mph. Also, remember that when the road is slippery, you need much more space to stop. Make sure you know the length, height, width, weight to determine clearances for your vehicle.

### **Behind - Tailgaters**

You cannot prevent other vehicles from following you too closely, however, there are a few things you can do to reduce some of the risk they create.

#### Slow down

Reduce your speed slowly. By reducing your speed, you reduce risk. If you are traveling at a slower speed, and they want to pass..... let them.

#### Increase your following distance

When you slow down you should also increase the distance between your vehicle and the vehicle in front of you. This will give you more room to avoid a sudden stop and reduce the possibility of being struck from behind.

#### Avoid sudden changes

Signal early. Give them time to react if you are turning.

#### Do Not Play Tricks

Flashing your taillights or applying your brakes suddenly will not do anything but escalate your frustration and increase the possibility of injury to your passengers.

### **Between Your Vehicle and the Roadway**

On occasion, there may be animals and other debris in the roadway. Know how much clearance you have between your vehicle and the roadway. Do not take the chance that you could get

your vehicle hung up or worse yet have considerable damage done to your undercarriage. Also, do not attempt to go through floodwaters no matter what the depth, turn around find a different route.

## **Delineators**

**Delineator Posts** are interstate green with colored delineators. They are in high risk and informational areas of roadways to convey a variety of messages to motorists. Below are some specifics on delineators.

**Delineator Panels** These are a striped marker consisting of a vertical rectangle with alternating black and retro-reflective yellow stripes sloping downward at an angle of 45 degrees toward the side of the obstruction on which traffic is to pass. These types of delineators can be seen on the end of guardrails, on bridges, etc.

**Delineator** a retro-reflective device mounted above the roadway surface and along the side of the roadway in a series to indicate the alignment of the roadway, especially at night or in adverse weather.

### Three Amber Front Delineators

These are designed to warn the motorist of existing objects. These objects may not always be in the roadway but are close enough to the edge of the road, to be a potential hazard. Typically, they are near underpass piers, bridge abutments, guardrails, and culvert heads. If a guardrail approach end is not flared, there will be a Type III delineator immediately in advance of the approach end.

### Two White Front and One Red Back Delineators

These are designed to warn motorists of acceleration and deceleration lanes ahead. The red reflector is for warning motorists of the wrong way.

### Two Amber Front and One Red Back Delineators

These are normally installed in medians for left-turn deceleration lanes.

### One Blue Front Delineator

These are for Department of Transportation maintenance crew workers. These are installed at the bridge joints.

### Three Green Front Delineators

These are for Department of Transportation maintenance workers. These are installed in front of approaching guardrails with flare ends, not on bridges. They can be found in front of curb heads.

## Red Delineators

Runaway truck ramps are bordered on each side by red delineators spaced not more than fifty feet apart.

## Traffic Control Devices

Standardized traffic controls are used to control and guide driver behavior. Most school bus drivers will be familiar with these devices because of their experience with driving automobiles. This section will briefly review all types of traffic control devices, highlighting some of the less understood, newer devices. Traffic signs can convey many different types of messages to the driver. They inform the driver of laws, warning of hazards ahead, or information and guidance.

### Standard Colors

<b>Red</b>	Stop or prohibition
<b>Green</b>	Movements permitted, direction, guidance
<b>Blue</b>	Motorist services guidance
<b>Yellow</b>	General Warning
<b>Black</b>	Regulation
White	Regulation
<b>Orange</b>	Construction and maintenance warning
<b>Brown</b>	Public recreation and scenic guidance

### Standard Shapes

<b>Octagon</b>	<b>Stop</b>
<b>Horizontal Rectangle</b>	Guidance Information
<b>Diamond</b>	General Warning
<b>Pentagon</b>	School Warning
<b>Pennant</b>	No Passing Warning
<b>Vertical Rectangle</b>	Regulatory except for Stop/Yield
<b>Equilateral Triangle</b>	Yield
<b>Round</b>	Advance Warning for Railroad Crossing

### Regulatory Signs

Regulatory signs inform highway users of traffic laws or regulations. These signs are rectangular with a black legend on white background. Other colors and shapes are also used. The two most common regulatory signs indicate right- of-way. These are the stop sign and yield sign. Regulatory signs are used to control speeds, such as maximum and minimum speed limits. They are also used to control turning movement. As an example, you may recognize these signs with a red circle and a slash mark, which means, “no” or “do not.”

Regulatory signs control parking. When parking is prohibited, the parking signs have red lettering, such as “No Parking at Any Time,” “No Stopping Standing or Parking,” or “No Parking, Bus Stop.” When parking is permitted, the lettering is green, such as “One Hour Parking.”

Regulatory signs can also be used to supplement information given by traffic signals, such as “Stop Here on Red” or “Crosswalk.” Finally, regulatory signs are used for a variety of other controls, such as to provide axle weight limit (GVWR) or “Road Closed to Through Traffic.”

## **Warning Signs**

Warning signs inform the driver of situations ahead that may require extra care. These signs are yellow with black lettering and generally are diamond shaped. Warning signs can be used to show changes in horizontal alignment, such as turns, curves, and winding roads. Various types of intersections ahead are indicated symbolically. These signs can indicate crossroads or “T” and “Y” intersections. Advance warning of traffic control devices can be provided. Sometimes a written message is used, such as “Stop Ahead,” or a picture of the device ahead is used, such as a yield sign or traffic signal.

Warning signs are used to show converging traffic lanes, such as the symbolic merge sign or the message or symbolic sign for showing that the right lane ends. They are also used to indicate narrow roadways, such as “Road Narrows” or “One Lane Bridge.” Changes in highway design are shown on warning signs as well. Examples include divided highway ahead, divided highway ends, or two-way traffic.

Traffic engineers are increasing the use of roundabouts. Drivers must use particular attention to both warning signs and pavement indicators in these areas. If the driver becomes confused in these areas, the driver must not stop in the roundabout. The driver should proceed to a connecting road to re-route.

Highway grades and advance warning of railroad crossings are indicated on warning signs. Roadway surface conditions, such as bumps, soft shoulders, and slippery conditions, are also indicated. Various kinds of entrances and crossings are shown on warning signs, such as truck entrance, deer crossing, and bicycle crossing.

Warning signs are used to indicate advisory speeds, such as exit and ramp speeds. A special type of warning sign is the pennant shaped “No Passing Zone” sign. When used, it is on the left side of the road and is used in conjunction with the regulatory “Do Not Pass” sign.

Finally, school signs are special kinds of warning signs utilizing the pentagon shape. These indicate school area and school crossing.

## Guide Signs

Guide signs are the third major classification of traffic signs. Guide signs guide drivers along streets and highways, inform them of intersecting routes, or direct them to their destination, be it a city, river, park, or some similar type of destination. Guide signs are generally rectangular and have a white message on a green background. On conventional roads and streets, black messages on white backgrounds are frequently used as an alternative. In addition, different colors and shapes are used for special purposes.

Guide signs are used to indicate junctions of highways, the direction of a highway, alternate routes, the end of a numbered route, and temporary routes. A variety of advance route turn arrows and directional arrows are common guide signs. Two of the most typical guide signs are the familiar destination and mileage signs. On some of the interchanges, symbolic destination signs are used. A special type of guide sign is used for recreation areas. These signs have a white message on a brown background.

Another special guide sign is the service sign. These are white messages on a blue background. These illustrate the location of a phone or hospital. They also indicate that there are no barriers to the handicapped.

Other service signs indicate gas, food, lodging, or camping either through symbolic or message signs. Mileposts are another form of guide sign. Mileage always runs from south to north or west to east and begins at the state line or at a junction where the route begins. Guide signs are also used to show the locations of airports, bus stations, and train stations.

Finally, special panels reading, "Exit Only," advise drivers of an imminent lane end situation. These signs use the warning sign combination of black letters on a yellow background. Highway construction and maintenance signs fall into the same three major classifications as other signs, namely regulatory, warning, and guide signs. Regulatory signs used in construction and maintenance zones use the normal standard colors, shapes, and messages.

Warning guide signs also use the standardized shapes and messages but are distinctive in the black letters used on an orange background. Typical construction and maintenance warning signs warn of construction or a detour ahead. They can also warn of roadwork, shoulder work, or a survey crew ahead. Typical construction and maintenance guide signs provide information on the length of a construction or maintenance zone or the direction of a detour.

## Electronic Traffic Signals

These are valuable devices to control traffic and assign right-of-way. The message in traffic signals is relayed primarily using colors; therefore, the meaning of the colors has been standardized.

- A steady circular green signal permits traffic to proceed if it is safe to do so.

- A steady circular yellow signal always follows a circular green signal or green arrow and warns that the red signal is about to be shown. Drivers must stop if it is possible, and safe to do so.
- A steady circular red signal means to stop, and remain stopped until a green signal is shown, and it is safe to proceed.
- A steady green arrow may be used instead of a steady circular green signal. The driver is permitted to proceed in the direction(s) of the arrow(s) if it is safe to do so.
- A flashing circular red signal means stop and remain stopped until it is safe to proceed. Flashing red signals are used at particularly dangerous locations.
- A flashing circular yellow signal is a warning of a hazardous location. Drivers may proceed through but should use extreme caution.

## Road Markings

Like traffic signs and signals, roadway markings have a definite purpose and convey a special meaning. In some cases, they supplement the regulations and warnings conveyed on traffic signs and signals. In other instances, they are used alone as there is no other way to effectively communicate this information. Roadway markings are standardized as to color and type of line.

- White lines delineate separation of traffic flows in the same direction.
- Yellow lines delineate separation of traffic flows in the opposite direction.
- Broken lines are permissive in nature. When traffic permits, broken lines may be crossed.
- Solid lines are restrictive in nature. Generally, they are not to be crossed.
- Double solid lines indicate maximum restriction. They are not to be crossed.
- Broken white lines separate traffic lanes moving in the same direction when the roadway has more than one lane of traffic moving in the same direction. Drivers are to drive between the lines and not straddle the lines. When traffic permits, broken white lines may be crossed to change lanes.
- A solid white line is used to mark the edge of the roadway/pavement.
- Pavement edge lines should not be crossed at moderate to high speeds. They may be crossed, however, at slow speeds when it is necessary to pull off onto the shoulder. When solid white lines separate lanes of traffic moving in the same direction, it is recommended to not cross lanes.
- Broken yellow lines separate traffic moving in the opposite direction. When the broken yellow line is on the driver's side of the road, it may be crossed if oncoming traffic permits.
- Solid yellow lines also separate traffic moving in the opposite direction. When the solid yellow line is on the driver's side of the road, it must not be crossed.
- A solid and broken yellow line used together is to delineate a left turn lane. The left turn lane is marked on both sides by both a solid and broken yellow line. Drivers turning left must turn from this lane.
- A double solid yellow line is used to indicate that traffic from both directions is prohibited from crossing.

- White arrows are used to show direction of travel for a given lane.
- Pavement markings are sometimes used to delineate pedestrian crosswalks. These are marked by solid white lines. When lines are used, they run all the way across the pavement. If a stop is required, drivers must stop before crossing the pedestrian crosswalk.
- Pavement markings are also sometimes used to delineate where a driver is to stop. These stop lines are wide solid white lines painted across a traffic lane. If used in conjunction with a painted pedestrian crosswalk, the stop line will come before the crosswalk. Drivers must stop before the stop line if a stop is required.



## Unit Five – Activity Trips

An activity trip is an exciting and special experience for our students. Most activity trips involve bus transportation, and it is important that transportation providers are aware of possible challenges. Challenges, such as selecting the wrong route, running out of fuel, or arriving late to your destination, can occur. In addition, pupil problems can develop because of inadequate food or rest stops. The best way to ensure a safe and happy trip is through pre-planning. Most activity trips will take the driver out of their local district/charter and service provider service area. If problems occur, the driver will have a more challenging time getting assistance. Problems, therefore, take on a more critical nature. Without proper planning, minor problems can become major problems.

Most school transportation operators drive the same streets and roads every day. One of the potential challenges arises when the rural driver is asked to drive a vehicle in a different environment, such as in a metro area like Denver or Colorado Springs. The same challenge holds true for the driver who may be familiar with metro driving and is asked to drive on mountainous terrain. Therefore, route planning is critical.

### Route Planning

The State of Colorado has many diverse geographical challenges, from the plains to the mountains, rapidly changing weather conditions, wildlife, etc. Therefore, it is critical that the school transportation vehicle operator be prepared for anything that could potentially take place. Make sure you consult with your supervisor to ensure that you have all the details of the trip and to ask questions if you have any.

A school district in Colorado had a significant accident on an activity trip where students were transported to several different hospitals with minor injuries. They were asked “If there is one thing that you would want other school districts to know about this accident what would it be?” The response was quick and adamant “Make sure you have a list of ALL persons in the vehicle!!” It is critical to know who is on the bus, especially if they are being transported to hospitals, so you know what hospital specific students were transported to. EMS and fire departments need to know that all passengers are accounted for and parents want to know where their child is and if they are injured or not. It is also extremely important for a sponsor to know if a student has a medical condition and contact phone numbers.

### Departure Times and Locations

When the school transportation department schedules a trip, they do their absolute best to estimate the punch-in, departure, arrival and return times. As a driver, it is particularly important that you try to maintain the estimated time schedule.

## **Know the exact location and time you will be picking up students**

Know when and where you will be picking up the students that will be transported on the trip.

## **Plan your route**

Technology today can give you excellent directions and maps. Determine the route you plan to take, considering road conditions, tolls (who is expected to pay for the toll?), traffic congestion, weather, hazards, tunnels, etc. Have an alternate route in mind just in case you need to use it.

## **Depart on time**

There are occasions when you may leave the pick-up location late by no fault of the driver. If you are running late, there should be enough time “built-in” the transport time to give you a few minutes flexibility. **DO NOT SPEED!!!** If the sponsor is late and tells you to “get us there on time,” do your best but do not violate the law and risk your license because the sponsor ran late.

## **Additional stops**

Determine with the trip advisor if there will be any additional stops for food and restroom use on your way to the event or on your return trip. Follow your district/charter and service provider policy when it comes to permitting students to eat in school transportation vehicles. Some suggestions are not to permit canned beverages or soda fountain beverages that do not have sealable lids. Make sure your passengers know where the trash container is and request that they use it. For your comfort and the comfort of your passengers, it is suggested that there should be no more than 90 minutes between stops. If you are stopping to eat, if possible, try to go first rather than last so you have time to complete your meal before departing. Remember, rule prohibits you from eating while you are driving.

If you are planning to make restroom stops, plan ahead for a location that has multiple restroom facilities. If you stop where there is only one restroom, you could be there for a lengthy period of time waiting for every student to use the facility. This can also cause a problem if you have students walking around and in a store without adequate supervision.

## **Fueling**

It is especially important to know where you are able to obtain fuel. Always plan ahead for locations that are on the route you have selected. Also, it is best to fuel immediately after you have unloaded your passengers at the event. Per rule, you are not permitted to fuel with students on board unless it is an emergency. If you **MUST** stop to fuel with students make sure there is adequate space for students to wait away from the vehicle.

## **1 CCR 301-26**

***13.4 A school transportation vehicle shall not be fueled while students are on board, except in instances when unloading the students would present a greater hazard or peril to their safety.***

***13.6 A school transportation vehicle operator shall not consume food unless the vehicle is stopped at a safe location with the park/emergency brake set.***

### **Know the exact location**

Know the location of your destination. If this is your first time to the location, you may consider looking on-line to view where the entrances and exits are to the facility.

### **Drop off and pick-up locations at the event**

Before you arrive, ask the trip advisor where they would like to unload students and the exact location and approximate time you need to be there to load students. These times are often not set in stone, as an athletic event may take longer than expected because it went into overtime. Make sure you are there on time and waiting for your students with a vehicle that has already had a pre-trip inspection and the heat/air conditioning is already on. Do not make them wait for you!

### **Where will you park?**

Depending on the size of the vehicle you are driving, finding adequate parking can be a nightmare.

- Will there be a charge for parking?
- Will the location support your vehicle weight?
- Is there easy access in and out of the parking spot?
- Could you be pinned in?
- Can you adequately secure the vehicle?

At some events, there will be a designated area for school transportation parking.

### **What is expected of the driver?**

Is the driver expected to stay at the destination? Be available if threatening weather is a possibility? Is the driver welcome to accompany the group? Make sure you give the trip advisor your phone number or a means to contact you in the event of an emergency prior to leaving the destination site. Make an agreement as to the exact time the driver should return to depart. Refer to your district/charter and service provider policy regarding the expectations of the driver and vehicle once you arrive at your activity destination.

### **Do not leave until all passengers are on board**

Make sure that all passengers are accounted for prior to departing. The trip advisor is responsible for the student count and assuring that all the students are on board before departing.

### **Returning to District/charter and service provider**

Once you arrive back to the district/charter and service provider and students are unloading, be polite and ask them to clean up as much trash as possible. Make sure that all students are out of the vehicle and that they have not left any personal belongings in the vehicle. Follow your district/charter and service provider policies regarding fueling, paperwork and of course the cleanliness of the vehicle.

One of the most common complaints of operators is that when they were preparing to take an activity trip, they arrived to find that the previous driver had left the vehicle in an unsatisfactory condition. Trash on the floor, empty drink bottles/cans, food spilled on the seats and floor and they must depart in a few minutes. Put yourself in their position; is that how you would want to find a vehicle that you were planning to use? Even if your district/charter and service provider does not require you to clean the vehicle, be polite and pick up as much as you can.

**Leave your vehicle in the condition that you would want to find it if you were the next person using the same vehicle.**

### **Emergency Evacuation Instructions**

When you fly on an aircraft you are given emergency evacuation instructions every time before your flight departs. Giving the emergency evacuation instructions prior to departing on **EVERY ACITIVITY TRIP and documented** is a requirement of rule.

#### **1 CCR 301-26**

***19.2 Students on school related events shall receive emergency evacuation instruction prior to departure.***

***19.3 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.***

## Chaperone/Sponsor Responsibilities

Make sure your chaperone/sponsor knows what their responsibilities are. Double-check your district/charter and service provider policy. Some of their responsibilities may include -

### Communicating with the driver

- Trip plan
- Special student needs

### Providing passenger information

### Assisting in maintaining passenger control Supervising

- Rest stops
- Food stops
- Assembly of students, head counts, and passenger instruction

## Behavior Problems and Concerns

Concerns may arise while on a field trip due to the nature and length of the trip. Unless adequate plans are made and precautions taken, passenger behavior problems will arise. The following conditions should be identified:

### Fatigue

Trip organizers and drivers should plan enough rest and comfort stops to avoid problems arising from fatigue. It is recommended that there be approximately 90 minutes between stops.

### Excitability

Trip organizers and drivers should recognize that passengers might get excited due to the nature of the trip. An opportunity should be provided for pupils to vent some of this excitement before an effort is made to restrain them. The group leaders or chaperones should manage problems arising from this situation.

### Discomfort

The driver should be alert for conditions that may lead to a pupil's discomfort. The temperature of the bus should be closely monitored, and sufficient fresh air be provided to the passengers.

### Guidelines

Trip organizers and drivers should discuss guidelines that are to be followed during the trip. Some school district/charter and service providers provide written guidelines to trip organizers

for review before trips are booked. The group leader or chaperone should discuss these guidelines with passengers before the trip begins.

## Unit Six – Crashes and Emergency Procedures

In the event that your school transportation vehicle is involved in a crash, the driver should follow your district policy. Your district policy may include

- Stop and secure the vehicle immediately. ALWAYS ON THE SAME SIDE AS THE CRASH – NEVER ON THE OTHER SIDE OF THE LANE.
- Activate 4-way hazard lights, if operable.
- Remain at the scene of the crash (there is a severe penalty for any person convicted of leaving the scene of the crash).
- Make certain all passengers are safe. If it is determined that it is unsafe to keep passengers inside the school transportation vehicle, evacuate the passengers to a safe place, away from traffic.
- Notify the proper law enforcement authority and school administrator immediately. If necessary, request emergency medical assistance. On accident alert days, follow the reporting procedures as set out by the local law enforcement agency.
- Check for injuries; render any person injured in the crash reasonable assistance. Remember: Never do more than you are trained to do.
- Remain alert regarding fire or the possibility of fire in any of the vehicles involved in the crash.
- Check for ruptured fuel tank and fuel lines.
- Check for electrical fire.
- Check for hot tires that may catch fire. This is caused by metal rubbing against a tire from impact to the final resting place.
- Mark the scene with emergency reflective triangles as required by Colorado State Statute (within 10 minutes) as specified earlier in this unit if possible.
- Information such as names, license numbers, registration numbers, location, time, road and weather conditions, insurance information, and witnesses, should be obtained and accurately written down.
- If possible, a transportation staff member should be at the scene to render assistance and take pictures.

### Documents

If involved in an accident, the investigating officer may ask the driver to provide: Appropriate driver's license

- DOT medical card
- Proof of insurance
- Vehicle registration
- Pre-trip documentation

- Current CDE Affidavit of Annual Inspection Emergency Packet

Your District/charter and service provider may require additional information.

- Seating Charts
- Exchange of Information Form
- Witness Information Form

When you come upon a crash, use caution and continue moving. Staying too long at an accident can cause another crash, and puts the drivers behind you at risk.

- Remain alert and briefly size up the crash scene.
- Resist the urge to rubberneck.
- Begin braking early to warn other drivers to slow down, but do not stop completely.
- Be prepared in case you are involved in an accident or are stopped by law enforcement.

## Emergency Planning

### **1 CCR 301-26**

***4.5 School districts, charter schools and service providers shall have written emergency procedures and/or contingency plans to be followed in the event of a traffic accident, vehicle breakdown, unexpected school closing, unforeseen route change, or relocation of a student stop in an emergency.***

***9.1 Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or other transportation employee authorized by the school district, charter school, or service provider. A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle.***

### **Pre-trip your vehicle**

The best deterrent from a breakdown is to inspect your vehicle and do a thorough pre-trip prior to departing on the trip, as required per rule. If a defect is found it is best to find it while you are still at the district/charter and service provider rather than fifty miles up on a mountain highway. Make sure you do an additional pre-trip prior to leaving for your return trip for the same reasons.

### **Emergency Contact Information**

Before you depart on your trip, make sure you have the following contact information

- Driver Supervisor or District/charter and service provider designee phone numbers (work and cell)
- District/charter and service provider office hours
- After-hour numbers for mechanic, principals, supervisor for your district/charter and service provider
- Depending on district/charter and service provider policy, if permitted a copy of the CDE Emergency Contact List on board would provide you with other outside district/charter and service providers contact information if you are ever in need of mutual aid due to a breakdown or accident.

### **Medical Emergencies**

What is the district/charter and service provider/service provider policy if a student or driver should become ill on the trip? Do any of the passengers have any medical concerns that you should be aware of? Epilepsy? Allergy to bees? Double check with your trip sponsor to see if they have been given this information prior to departure.

### **Vehicle Information and Supplies**

Prior to departing make sure that the vehicle you will be driving has a current CDE Annual Inspection Affidavit inside the vehicle, registration and current proof of insurance. Make sure that you have adequate cleaning supplies, trash bags, etc.

## **Staking Out Your Vehicle**

### **Emergency Triangles**

Each school transportation vehicle is equipped with three emergency reflective triangles. In case of a breakdown, accident or other emergency, the driver, paraprofessional, or qualified individual will place the triangles, as the law requires.

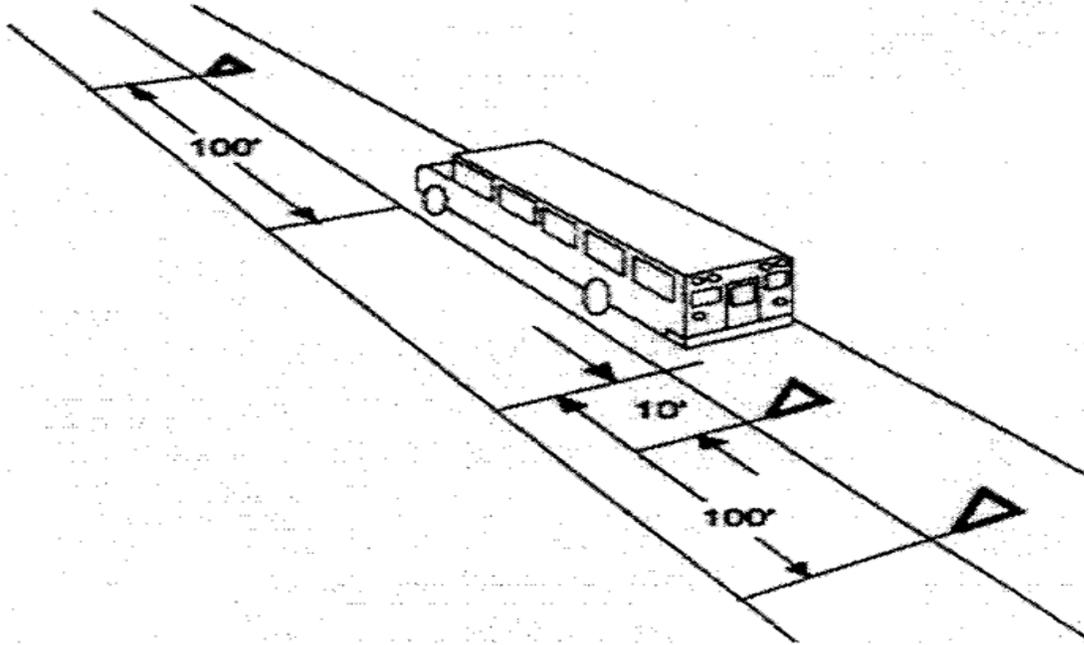
When you pull off the road and stop, activate the 4-way hazard lamps. Taillights may not provide adequate warning to motorists. Drivers have crashed into the rear of a parked vehicle because they thought it was moving normally.

If you must stop on a road or shoulder of a road, set your emergency reflective triangles within **10 minutes.**

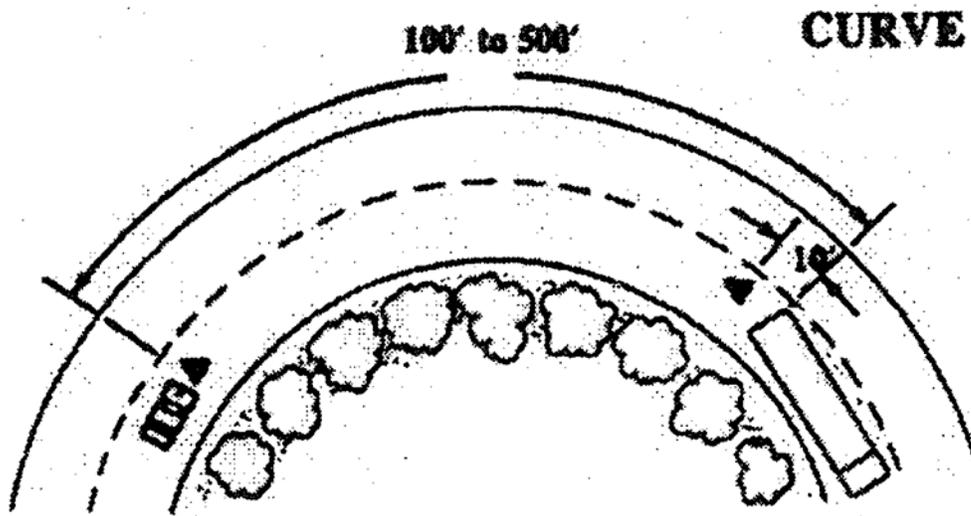
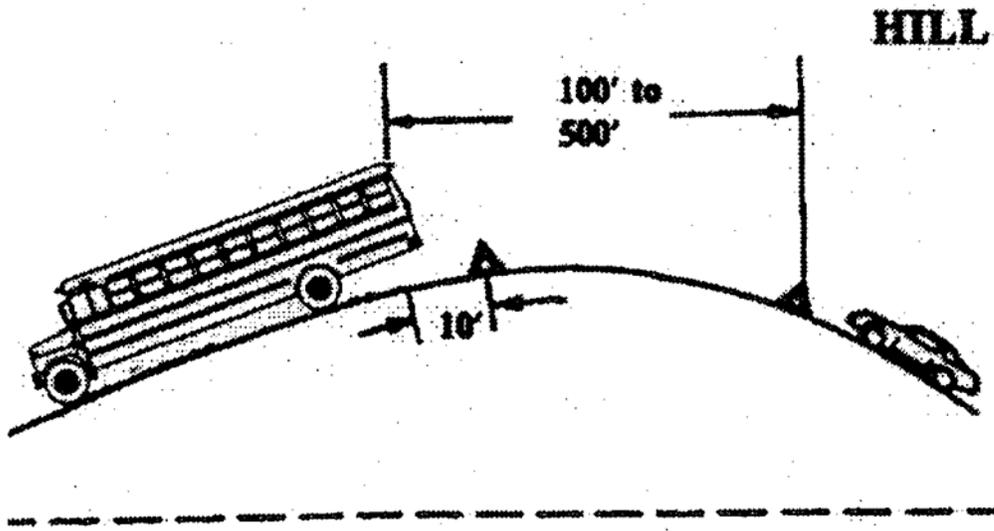
Placement should be at the following locations:

- On the traffic side of the vehicle, within 10 feet from the front or rear corners to mark the location of the vehicle.

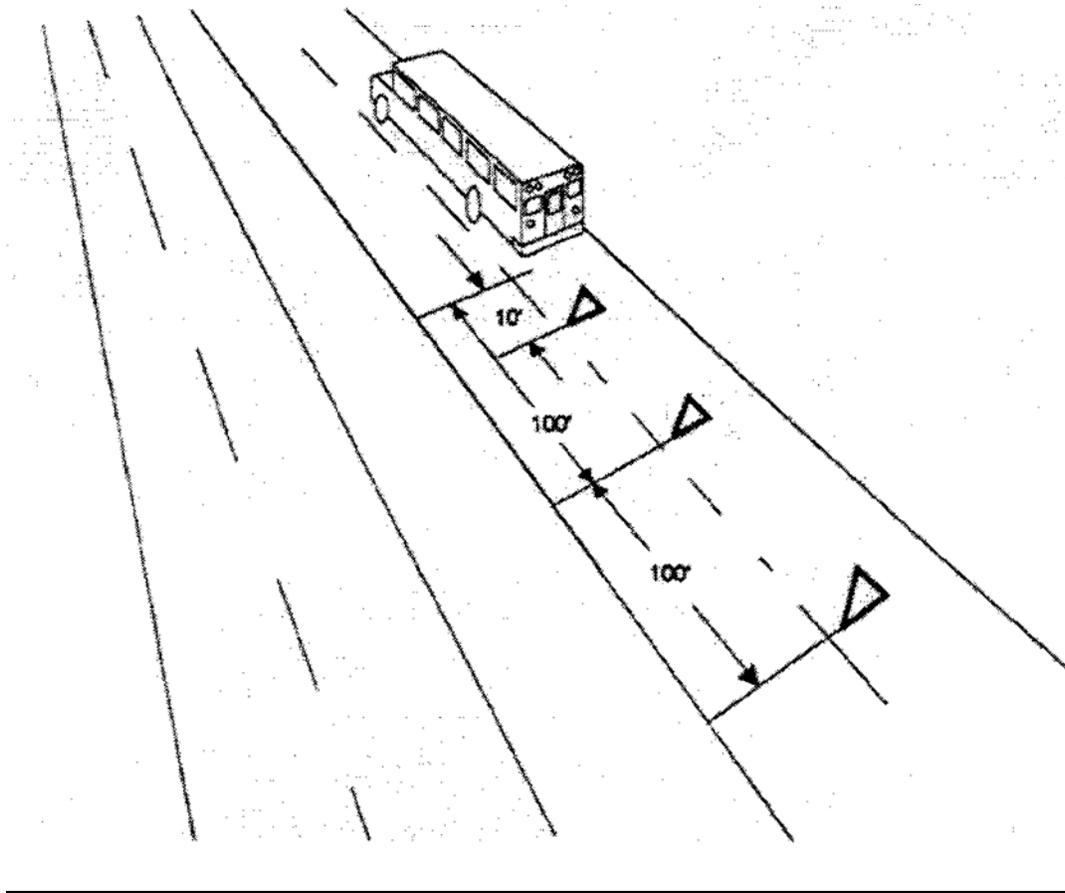
- About 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you are stopped in. (See figure below).



Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. (See figure below).



Reminder: If the line of sight is obstructed due to a hill or curve, move the rearmost triangle to a point giving adequate warning.



When placing the triangles, hold an assembled triangle toward the oncoming traffic. This enhances safety by increasing visibility to other drivers (especially at night).

When the triangles are unfolded for use, the weighted base must be turned so it makes a cross with the bottom of the triangle to keep the triangle from tipping over.

**Safety of the students is your first priority!**

## School Bus Emergency Evacuations

**1 CCR 301-26**

### **19.0 Emergency Evacuation Drills**

**19.1 Emergency evacuation drills shall be conducted with students by all school transportation vehicle operators and school transportation paraprofessionals at least twice during each school year.**

**19.01(a) One drill shall be conducted in the fall and the second drill conducted in the spring.**

**19.01(b) Substitute and Multifunction operators of 16 or greater vehicle capacity (counting the driver) shall be trained how to conduct the emergency evacuation drills.**

**19.2 Students on school related events shall receive emergency evacuation instruction prior to departure.**

**19.3 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.**

## School Bus Emergency Evacuations

Planning for emergencies and knowing what to do at the time of an emergency will prevent panic and confusion. When a large number of passengers are moving rapidly to evacuate a bus, there is always the possibility of panic and injury. The safety of the students is your first priority. In the majority of emergency situations, the bus is the safest place for the passengers unless extenuating circumstances warrant evacuation from the bus.

The following are examples of serious types of emergencies that may require emergency evacuation. In most cases, the front door evacuation is the safest.

**For all types of emergencies, it is imperative that you remain calm.**

**DO NOT PANIC!**

### **Front-end Crash**

Determine which of the exits may be used.

- Check for any serious injuries.
- Look for fire.

### **Rear-end Crash**

- Follow the same procedures for a front-end crash.

- Do not use the rear exit.
- Look for fire.

### **Broadside Crash**

- Determine which exit may be used.
- Follow the same procedures as for front/rear-end accidents.

### **Rollover Crash**

- Use rear exit, roof hatches, if available, and windows along top if they are free of broken glass.
- If fire does not exist and the bus is not lying on the front door side, this exit may also be used.
- Follow steps outlined for front/rear-end evacuation.

### **Fire**

- Follow the evacuation procedures outlined for rear-end and front-end crash.
- Use the exit furthest from the fire.
- Many injuries are caused by panic rather than by fire itself. This can be avoided if everyone stays calm.

### **Railroad Crossing**

- Use front-end or rear-end crash evacuation procedures.
- Stay clear of all traffic, and keep students in a group.
- DO NOT re-enter the bus.
- Have students move away from tracks, in the direction of the oncoming train at a 45° angle from the tracks. This is important because if a train were to hit a disabled school bus it will push it down the tracks.

### **Blizzard (visibility zero)**

- Remember, it is warmer inside than out.

### **Flood waters**

- Do not drive through water rushing across the roadway unless instructed to do so by a law enforcement officer.
- If the vehicle stalls during a water crossing, notify dispatch.
- Evacuate passengers if situation warrants. What is the safest option for the students?

**Under no circumstances should any student move another student who is injured without the permission of the bus driver or emergency responder attending the accident.**

**It is a good idea for your students to know:**

- The location of the first aid kits
- How to shut off the engine
- How to set the park brake; unless disabilities of students preclude this.

The emergency evacuation drill should be as close to the real thing as possible. The drill should be discussed with the students prior to the day of the drill. The drill should follow the evacuation procedures for the appropriate exit(s) used.

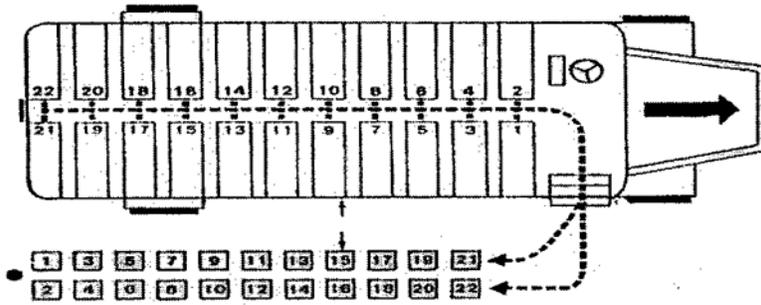
If there are potential language barriers, drivers should be made aware of it so they can prepare ahead of time to address the situation.

### **General Procedures for Evacuations**

Follow these general procedures in any evacuation:

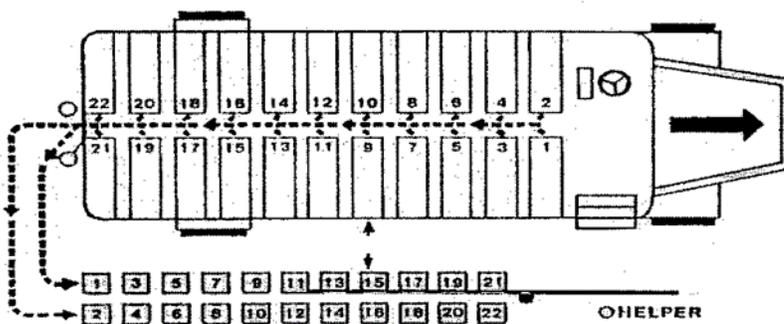
- **Above all—remain calm.**
- Secure Vehicle (all drills)
- Put transmission in neutral (automatic) reverse (manual) or park if so equipped.
- Set the park brake.
- Turn off engine.
- Turn on 4-way hazard lamps (if operable).
- Evaluate the situation.
- Is evacuation necessary?
- Injuries?
- Which exit is best to use?
- Determine which door is best to use for the evacuation.
- Determine a safe waiting area.
- Notify proper authorities.
- Know the number of students on the bus.

## Emergency Evacuation Using Front Door



- Notify the proper authorities and school administrators as soon as possible.
- Driver should stand and face students.
- Get students' attention - speak clearly and concisely.
- Announce - "Remain seated, emergency evacuation, front door."
- Tell students the location of the safe waiting area, at least 100 feet or more from the bus and the roadway.
- All belongings are to be left on the bus.
- Evacuate the bus by dismissing students. **Driver should move backwards down the aisle, dismissing the students row by row.**
- If possible, give the first aid kit(s) to the first two responsible students exiting the bus.
- Do not impede the flow of the students exiting.
- Begin at the front of the bus, starting at the right side; alternate side-to-side, row by row, until students have exited the bus.
- Check each seat as you move back to the front of the bus to make sure all students have evacuated the bus.
- Account for all students.
- Render first aid if necessary.

## Emergency Evacuation Using Rear Door



- Use the rear door when a front door evacuation is impossible or unsafe to use, or when it is imperative to evacuate as quickly as possible by using rear exits.
- Notify proper authorities and school administrators as soon as possible.
- Announce, “Remain seated, emergency evacuation, rear door.” Tell students the location of the safe waiting area.
- All belongings are to be left on the bus.
- Assign two (2) “helpers” to assist students. Have them “sit” on the floor at the emergency door and “scoot” out of the door onto the ground. One helper is positioned with their back to the emergency door, so the door will not swing against the students. The other helper is positioned on the other side of door area.
- Helpers need to hold a hand open, palm upward and extended for the student to place his/her hand on it. The other hand will support the upper part of the arm of the student to minimize the possibility of the student falling forward.
- Helpers are particularly important in preventing injuries when exiting the bus from the rear door.
- Evacuate the bus by dismissing students. **Driver will move backwards from rear row of seats, dismissing students row by row.**
- Begin at the back row and continue to the front; alternate side-to-side, row-by-row, until students have exited the bus. If possible, give the first aid kit(s) to the last two responsible students when they are out of the bus.
- Students should sit at the rear door, and then scoot through the door onto the ground with the helper assistance.
- Students should walk to the safe waiting area.
- Check all seats for students as you move towards the back of the bus.
- Have the helpers “assist” you out of the rear of the bus.
- Account for all students.
- Render first aid as necessary.

### **Emergency Evacuation Using the Front & Rear Doors (Combined)**

Follow procedures outlined for both front door and rear door evacuations. (Driver will not be able to dismiss the rows.)

- The fastest method for bus evacuation is the combined evacuation, using the front and rear doors.
- Separate students at the half-way mark of the bus (approximately sixth from the rear), and have the front half exit out of the front door and the back half out the back door.

### **Emergency Evacuation Using the Side Door**

Follow the above procedures for a rear door evacuation with the following exception to dismissing the students:

- Begin at the seat nearest the exit, approximately sixth from the rear. Work to the rear alternating side-to-side, (a closed space), then return to seat immediately in front of the rear side exit and work to the front alternating side to side.
- Using a side door exit is a more difficult evacuation procedure because of the height of the door from the ground. With small children, you might have to assist them from the door to the ground.

## **Emergency Evacuation Using Windows and Roof Hatches**

If the front, rear and side door exits are blocked, there are two other ways to get out of the bus if needed.

### **Side Windows**

Side window exits are designed to be used when all other exits are blocked or inoperable.

The instructions to open the window are posted next to the window.

**If the bus is upright** – two people need to hold each side of the window up to prevent it from falling down on students as they exit.

- Two students should exit first to assist other students as they exit. Students should exit feet first and place their feet on the rub rail approximately half way down the outside of the bus, and the helpers will assist them the remainder of the way.

**If the bus is laying on it's side** then the side windows can be opened like a hatch and flipped all the way open.

- Two helpers exit first to assist students from the bus to the ground. Students can then crawl out, down the top of the bus to avoid any the undercarriage of the bus.

### **Roof Hatches**

Roof hatch evacuations are your last resort. They are intended to be used when all other exits are blocked or inoperable.

- The instructions to open the hatches are posted on the hatch itself.
- Two helpers should get out first by flipping the hatch all the way open.
- Depending on the position of the vehicle they may need to pull students up, and assist them to the ground.

## **Emergency Evacuation - Students with Special Needs**

Exceptional care should be taken to plan for students with special needs who are riding on the bus. Know procedures to be followed to safely evacuate each student.

- It is advisable to talk to parents or guardians of the students with disabilities to properly plan for an emergency evacuation.

- Teachers and school staff who work with these students can also help communicate the individual needs of each child. The Colorado Department of Education has guidelines for preparing an evacuation plan.
- Responsible students may be assigned to help a student with special needs get to a safe area away from the bus, traffic and other dangers. The plan should address each student's characteristics and abilities.
- A written plan should be developed, maintained with the route sheet, and kept confidential. All drivers should be familiar with where the plan is located and review it prior to departing on a route or trip.
- When possible, make sure to include students with special needs in the discussion, as well as having them participate in the actual drill. If you wish to include students with special needs in the drill, get permission from parents/guardians.
- Stand, facing students and tell them they are having an emergency evacuation drill.
- Remind students to leave books, lunches, etc., on the bus.

The most important thing to take note of during a drill is how the students exit the bus; calmly, orderly, and following directions.

When the drill is over, have the students get back on the bus. Spend a few moments discussing the drill. Point out the positive things that occurred and discuss ways to improve the drill.

For additional information regarding evacuating special needs students check out–

<http://www.cde.state.co.us/transportation/2019coloradostudentwithdisabilitiestransportation>



## Unit Seven – Adverse Weather and Mountain Driving

In this unit, there is information on adverse weather conditions, driving techniques, and information pertinent to school bus driving in all weather conditions experienced in Colorado. Becoming aware of the effects on the performance of the vehicle and the proper procedures to counter the effects of the conditions will provide the understanding required to respond correctly. Should you slow down, pull over, or make the decision to reschedule? Safety must be the driver's primary concern.

### Wind

Intense winds affect the handling of a school bus. It may be harder to steer and stay within the lane of travel during high winds. Wind gusts can push on the side of the bus, causing it to thrust sideways. In extreme situations, roof hatches have popped open and ripped off.

Overcompensated steering can cause the bus to tip over or leave the lane of travel. Wind may blow around debris that can hit the bus causing damage or injuries.

High winds increase just prior to, and in the beginning of a change in the weather. During thunderstorms, dust storms, and blizzards, visibility can be severely impaired. Operators should be cautious when crossing bridges and overpasses, driving between hills, exiting tunnels, on open straight-away, and when passing high-profile vehicles.

#### Tips for driving in intense winds:

- Grip - Keep a strong grip on the steering wheel. Anticipate wind gusts.
- Speed Reduction - Reduce speed to lessen the effect of the wind or pull off the road and wait.
- Pull Over - Pull onto a solid shoulder, side road, or parking lot.
- Call - Contact Dispatch to convey the situation and ask for instructions.
- Observe Surroundings - Watch for blowing debris, falling trees or power lines. Reduced visibility may occur from blowing dust, sand, or snow.
- Prepare - Always be prepared for the unexpected.

### Tornados

A tornado is a violently rotating column of air. In the northern hemisphere, tornados rotate counterclockwise. They develop in warm, moist air, in advance of an eastward moving cold front. Most tornados move southwest to northeast. The average forward speed of a tornado is 30 mph, but can be up to 70 mph.

When the temperature is between 65 and 84 degrees and the dew point is above 50, the dangers of a tornado are at the highest. They often accompany severe thunderstorms.

Tornados are common in eastern Colorado. Though they are rare, tornados are possible in the mountains, foothills, and western valleys.

#### Tornado Signs:

- Green-colored sky
- Hail
- Wall Cloud
- Funnel Cloud

Many say a tornado sounds like a freight train approaching. If a tornado does not appear to be moving, it may be coming toward you. If you are in the bus and see a tornado, evacuate to a safe location, preferably a building.

When in a building, go to an interior room or basement, away from windows, and have all passengers sit and cover their heads with their hands.

When in the direct path of a sighted tornado and shelter in a building is not available and an evacuation is ordered, escort passengers to a nearby ditch, culvert, or depression. Direct all passengers to lie face down on the ground with their hands covering their head. They should be far enough away so the bus cannot topple on them.

Avoid areas that are subject to flash floods. Never go under a bridge or overpass. This area can become the equivalent of a wind tunnel.

#### **Microbursts and Macro Bursts**

Microbursts and Macro bursts are intense, localized downdrafts of air that spread on the ground causing rapid changes in wind direction and speed. They can produce winds of more than 100 mph that can cause severe damage.

A macro burst can cause more damage to a widespread area than a microburst. They are hard to detect, so be careful when thunderstorms and high winds are in the area. Keep a tight grip on the steering wheel and pay attention to weather watches and warnings.

#### **Lightning**

Sudden storms can produce lightning. If a severe storm produces lightning, the safest place is in the bus. Avoid touching metal objects or pulling over in high-risk areas (canyons, near power lines, or tall trees).

#### **Water on Roadways**

Water on brake drums will reduce braking efficiency. A light application of the brakes can prevent excessive water between the drum and brake pads. During excessively wet conditions or after passing through standing water, it may be necessary to apply the brakes slightly for a short distance to dry them out and restore normal braking.

**Never attempt to drive in flowing water, as the depth and force of the current is unknown. Dangers may not be visible. There may be debris, downed power lines, or washed-out portions of the road.**

## **Slippery Surfaces**

Bus braking or steering cannot occur unless there is traction. Road conditions may reduce traction and require slower speeds. When slick road conditions exist, it will take longer to stop and be harder to steer the bus without skidding.

Slippery surfaces can more than double stopping distances.

### Common Slippery Surfaces:

Shaded Areas - Shady parts of the road may remain icy and slippery long after open areas have melted and dried.

Bridges - When the temperature drops, bridges will freeze before roads. Be especially careful when the temperature is near freezing (32 F).

Snow - There are several types of snow that provide various levels of traction. The most traction comes either from dry granular or very cold snow. Packed snow may provide better traction than freshly fallen snow. As variations in temperature occur, at or near the freezing/melting point (32 F), vehicles will have the least amount of traction. This presents the most dangerous road conditions of ice on snow, or snow on ice. Roads are most hazardous when snow or ice begins to melt. Take extra caution on packed snow or icy roads when the outside temperature is near the melting/freezing point (32 F).

Black Ice - When the temperature is below freezing and the road appears wet, it could be black ice. This is a thin layer of transparent ice that can be present anywhere, especially in high-traffic intersections and windswept areas. It is likely to catch you off guard, so slow down and use extra caution.

Hail - While similar to ice, hail provides a unique set of hazardous circumstances. Hail on roadways can produce an extremely slippery and uneven road surface. Large hail can break the windshield and windows. If you are experiencing hail, it is often an exceptionally good idea to find a low-risk parking spot that is covered if possible, and simply wait it out rather than risk breaking windows.

Rain - When it starts to rain, the water mixes with oil and other road grime making the road very slippery. Standing water on the roadway may lead to additional challenges such as hydroplaning.

Hydroplaning - Hydroplaning can occur on any wet road surface. The first ten minutes of a light rain can be the most dangerous. When a tire encounters more water than it can scatter, water pressure in the front of the wheel pushes water under the tire, thus separating the tire from the road surface with a thin film of water. The result is loss of traction, steering, braking, and power control.

How to avoid hydroplaning:

- Slow down when roads are wet. The faster the speed, the harder it is for tires to scatter water properly.
- Stay away from puddles and standing water.
- Do not use cruise control, if equipped.
- Drive in a lower gear.
- Avoid hard braking.
- Try to avoid making sharp or quick turns.

Mud/Mudslides - Wet, non-paved or paved roads where excessive mud is present can be slippery and may be virtually impassable.

Heat - Excessive heat may cause the tar in the road pavement to rise to the surface. These areas can become soft or slippery.

Other - Anti-icing and de-icing materials used on roadways (i.e. gravel, magnesium chloride, and salt) to improve traction. In some instances, these materials can decrease traction.

## **Skids**

A skid happens when a vehicle's tires lose traction on the road. Some common ways this can happen are:

- Over-braking - Either braking too hard and locking up the wheels or using the retarder when the road is slippery.
- Over-steering - When the operator turns the wheels sharper than the bus can turn at a given moment.
- Over-acceleration – When the drive wheels' spin due to too much power sent from the operator.
- Driving too fast - Serious skids result from driving too fast for road conditions. Operators who adjust their driving to the conditions do not over-accelerate and do not have to over-brake or over-steer from gaining too much speed.

Drive-Wheel Skids - The most common skid is when the rear wheels lose traction through excessive braking or acceleration. Rear wheel braking skids occur when the rear drive wheels' lock. This usually happens on slippery surfaces. Because locked wheels have less traction than rolling wheels, the rear wheels usually slide sideways in an attempt to "catch up" with the front wheels. In a bus, the vehicle will slide sideways into a "spin out."

### To correct a drive-wheel skid:

- Stop accelerating.
- Stop braking to allow the rear wheels to roll again.
- Turn into the direction of the skid by looking where you want the bus to go.
- Counter-steer after control of the bus resumes by turning the steering wheel in the direction desired.

Front-Wheel Skids - Driving too fast and having inadequate tread depth on the front tires causes most front-wheel skids. In this type of skid, the front of the bus tends to go in a straight line regardless of how much the steering wheel is turned. This causes extreme difficulty (if not impossibility) when steering around a curve or turn.

### To correct a front-wheel skid:

- Release the accelerator
- Do not brake. This will allow the front wheels to turn again and regain traction.

Learning to stay off the brake and react quickly during a skid takes a lot of practice. The best place to practice this is on a large driving range or "skid pad."

## **Winter Driving**

Weather conditions can be unpredictable, placing extra demands on the bus and operator. Always be prepared for winter roads and adjust speed to the existing conditions.

Three key elements to safe winter driving are:

- Stay alert
- Slow down
- Stay in control

Drive according to highway and weather conditions. Some bridges and overpasses in Colorado are heated or have de-icing sprayers creating an abrupt change in road conditions. Scan ahead and be aware of these locations.

In winter and especially during poor weather conditions, it takes longer to stop on a slippery road. It is important to leave plenty of space between the bus and the vehicle ahead to avoid sudden braking situations. A guide to safe spacing in these conditions is to double the "four – five second rule."

Using a lower gear than you normally would for the type of road helps the driver maintain control of the vehicle in winter driving conditions.

Be aware that snow on the road may be slippery, drifted, or hard-packed. It can also be smooth, soft, rutted, or slick-tracked. Slick track happens when traffic has packed the snow enough to cause icy conditions. Because the bus usually tracks wider than the preceding vehicles that formed the hard pack, ruts, or slick tracks, maintaining control may be difficult. Rather than allowing the bus to sway back and forth between the two narrow tracks or ruts, adjust lane positioning to ride in the untracked snow within the lane. Riding outside of the tracks or ruts will help to maintain speed and steering control.

Wet snow can cause slushy roads. Heavy slush can build up in the wheel wells of the bus and can affect steering. Remember to look ahead to recognize hazards in plenty of time to respond.

### **Reduced Visibility**

School Bus Operators can expect to experience all the following driving hazards that may result in reduced visibility. The most important response is to slow down. Maintain a speed that allows safe continuation in these conditions:

- Fog
- Sun
- Dust
- Rain
- Snow
- Debris
- Smoke
- Terrain
- Hail/Graupel Darkness
- Light variations Vegetation

### **Additional Hints and Reminders**

- Check road conditions prior to departure.
- Speed should be conservative when conditions are less than perfect.
- Maintain a speed that allows you to stop quickly in the event of the unexpected.
- Know your limits and the bus's limits. Pull off to a safe location rather than continuing in adverse or unsafe conditions.
- Test traction and braking ability in a safe location free from traffic or other hazards.
- False shoulders exist in all seasons (i.e. snow, tall grasses, and heavy rains). Be aware of your surroundings at all times.
- Increase following distance.

## **Mountain Driving**

### **42-4-1901 (1)**

***(a), C.R.S. Except as provided in paragraph (a) of subsection (2) of this section, passengers of any school bus being used on mountainous terrain by any school district of the state shall not occupy the front row of seats and any seats located next to the emergency doors of such school bus during the period of such use.***

***(b) For purposes of this section, mountainous terrain shall include, but shall not be limited to, any road or street which the department of transportation has designated as being located on mountainous terrain.***

***On and after July 1, 1992, the driver of any school vehicle as defined in section 42-1-102 (88.5) owned or operated by or for any school district in this state shall have successfully completed training, approved by the department of education, concerning driving on mountainous terrain, as defined in section 42-4-1901 (3) (a), and driving in adverse weather.***

### **For Commercial School Transportation Operators**

#### **Per 1 CCR 301-26**

***5.01(h) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.***

### **For Non-Commercial Small Vehicle Route and Activity School Transportation Operators**

***5.02(i) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.***

***5.03(g) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.***

Mountain driving presents unique situations that require greater attention to the same driving skills and expertise expected of all school transportation vehicle operators. Steep grades, winding roads, blind curves, falling rocks, wildlife, sightseeing motorists, bicyclists, and unpredictable weather can present additional risks and consequences. There is a reduced margin for error and minor mistakes can develop into major problems. Mountain driving requires an elevated level of concentration and a respect for the terrain.

This unit focuses on maintaining control, transmission and retarder usage, braking, pitch and grade, chains, and other skills for safe school bus operation in the mountains. CDE recommends frequent skill refresher training for mountain drivers.

### **Target Speed**

Target speed is the speed a driver determines is safe for a driving condition. When the bus speed increases above the target speed, the driver slows to 5 mph below the target speed and allows the bus speed to increase naturally back to the target speed. Repeat this process as needed. If this process is happening often, the driver has not shifted down to a gear that will provide the engine compression to hold the vehicle at or below the target speed.

### **Maintaining Control**

To maintain control of a school bus on steep mountainous terrain, follow the steps below for safe control:

1. Engine Compression/Transmission
2. Retarder Use (if equipped)
3. Service Brake Use

A driver is in control when the school bus is kept at a safe road and engine speed. A safe school bus speed is either at or below the posted limit. The bus manufacturer determines safe engine speed (revolutions per minute/rpms).

### **Engine Compression/Transmission**

Engine compression is the first source of braking power, even if the bus is equipped with a retarder. When coming down a long steep grade, descend in a gear that is low enough to climb that same grade. On steeper grades and/or with a loaded bus, use at least one gear lower. Be aware that if the engine reaches maximum rpms, automatic transmissions can up-shift, even when manually locked in gear.

Select the proper gear for the grade before starting to descend and keep the bus in that gear to the bottom of the grade. Avoid the possibility of not being able to shift into the next lower gear, if needed. This is especially important with a standard transmission. Maintain the manufacturer's recommended rpm range for the gear selected to avoid over-revving or lugging, which may damage the engine.

**Discuss recommended rpm ranges for all types of buses in the fleet with your technicians**

## **Service Brakes**

In mountain driving, the force of gravity plays a key role. Gravity will make the bus speed up when going down steep grades. The heavier the load, the faster the bus will gain speed. Go slowly enough to avoid the use of the service brakes to maintain a safe speed. Prolonged use of the service brake causes brake “fade” (less stopping power). Brake fade occurs when heat build-up causes the brake lining to glaze or deteriorate at high temperatures. This decreases or eliminates the effectiveness of the brakes, and in extreme cases, can cause a fire. Never exceed a safe controlled speed. For long downhill grades, maintain safe speed by effectively use engine compression and the retarder (if so equipped). This helps ensure minimal use of the service brakes. Use the service brakes intermittently, with enough time between applications to keep the linings, drums, and/or rotors cool.

## **Pass Checks**

Pass checks are a frequent practice in mountainous states. They are not required by any law, however, as a precautionary measure, incredibly wise.

Pull over at a safe location prior to beginning a decent. As you enter the parking area, apply firm pressure on the brakes checking for proper stopping and that the bus does not pull. Do a walk around to ensure all lights are working. Stop at each wheel and feel the hub for signs of heat. Look at the slack adjusters to ensure they are all indicating proper adjustment. Look at all tires for damage and proper inflation. Place the bus in the proper gear to descend the downgrade.

When approaching a downgrade where a full check of the vehicle is not possible, prior to reaching the apex of the hill, firmly apply the brakes to feel for proper brake response and no pulling in either direction. Shift down to the proper gear prior to the apex of the hill.

## **Pullouts**

Use pullouts to allow traffic backed up behind the bus to pass safely. If a pull out is large enough, maneuver the front of the bus so that you can look over your shoulder for oncoming traffic before reentering the roadway. Do not rely solely on the mirror if the opportunity to square off and look exists.

## **Pitch and Grade**

One of the hardest techniques to learn may be reading terrain. Maintain a safe scanning distance and scan the entire area for changes in grade, upcoming curves, wildlife, and traffic. When possible, look through the trees beyond the curve before entering.

## Tips for Reading Terrain

- Whitewater – indicates a steep grade
- Objects that seem to change size rapidly – indicate a steep grade
- Canyon walls that appear to close in ahead of the bus – indicate a possible narrow road ahead
- Do not blindly follow the traffic ahead of you – other drivers may misinterpret terrain.

One of the hardest techniques to learn may be reading terrain. Maintain a safe scanning distance and scan the entire area for changes in grade, upcoming curves, wildlife, and traffic. When possible, look through the trees beyond the curve before entering.

## **Curves**

### Pitch and Grade

Pitch and grade affect how mountain drivers maneuver through curves. Long, wide curves in the mountains may remain slippery for continuous periods, due to the pitch of the road or position of the sun. During a downhill curve, the bus may accelerate on its own. Do not brake in a turn, especially during adverse conditions. Apply the retarder or service brake (depending on conditions) well in advance of the curve and allow the speed of the bus to decrease gradually. Once the bus has reached the apex of the turn, gradually accelerate. This helps the bus track correctly through the lane. Braking through a turn may cause the bus to skid and make control difficult.

When approaching curves, notice how the road pitches from side to side in relation to the curve and the grade. Often, the operator can drive at a higher speed if the curve maintains a pitch that follows the direction of the turn (on- camber) than if the curve is flat or off-camber. The amount of acceleration out of the curve will depend on the degree of pitch. A skid can occur by accelerating too early when negotiating curves with a relatively flat pitch.

### Speed

Slow to a safe speed before entering any curve. Braking in a curve is dangerous because it is easier to lock the wheels and cause a skid. Do not exceed the posted speed limit for the curve. Since the posted speed limit is for small vehicles, the bus speed should be 5-10 mph below the posted limit. To help maintain control, be in a gear that will allow slight acceleration through the curve. When entering a curve while going downhill, allow gravity to provide the slight acceleration.

### Lane Position

Watching the lane position will help avoid head-on collisions. On tight curves, especially switchbacks, watch the tail swing. Stay centered in the lane to keep a safe clearance on all sides of the bus. Hugging the outside of a curve increases the chance of dropping a tire off the paved portion of the road onto a soft shoulder. Hugging the inside of a curve places your mirrors into

the space of other motorists. If possible, adjust the speed and space to avoid driving alongside another vehicle in a curve on a multilane highway. On a right-hand curve, move as far to the outside of the lane as possible. It is essential to pay attention to where the right rear tires are in relation to the pavement. On-coming traffic tends to take their half out of the middle when negotiating a left-hand curve.

### Overhead

Be aware of rocks that overhang the road. Off-tracking brings the center of the bus closer to the overhanging objects. When entering a tunnel, be aware of the curve of the edges and top. The vehicle height may fit through the middle, but not on the outer edges.

### **Chains**

Chaining is crucial to mountain driving in adverse weather. The Department of Transportation requires the use of chains on commercial motor vehicles on many mountain passes. The two most common types of chains are automatic and conventional. There are several methods for installation. Below are some commonly used methods and tips for safely chaining a bus.

#### Automatic Chains

These chains permanently fasten to the rear suspension of the bus. They activate from a dashboard switch that opens an electric over air solenoid mounted on the frame rail. Air pressure from the buses on board air brake system or an auxiliary air source flows to two air cylinders that lower two chain wheels down until they contact the tire sidewall. The friction between the tire and the chain wheel causes the chain wheel to rotate. Each chain wheel has lengths of chain attached to it. The centrifugal force created causes the chains to flail out and pass between the tire and road surface to enhance traction in snow and ice. The additional traction also reduces stopping distance in these same slippery conditions. When in the "off" position, the solenoid exhausts the air in the cylinder, and the spring in the cylinder returns the chains to the retracted position.

#### Advantages:

- Increased safety as the bus is always equipped and has quick access on short notice. Typical engagement time is two seconds.
- Automatic chains dramatically reduce the time spent installing conventional chains, increasing productivity of the operator. More importantly, routes can remain on schedule.
- Automatic chains can eliminate body damage caused by broken conventional chains, which at times can be a mission disabling failure.
- Advantages in hauling force, acceleration and stopping distance are dramatic.

## Disadvantages:

- The operator must realize that this system is not a “fix all” (avoid a false sense of security).
- Operator activation is required.
- The system, per design, is limited to ice and a maximum of up to four inches of snow. The operator may have to install conventional chains in deep snow conditions.
- The operator may lower or raise automatic chains at any time during speeds less than 30 mph. To avoid damage, do not raise the chains if the bus is not in motion. If the chains are raised when not in motion, damage can occur to the chains, arm mechanism, and air system.

## Conventional Chains

The operator must install and remove conventional chains. Always plan ahead when chaining is a possibility. If there is any doubt about traction, it is best to chain up to avoid safety issues. When determining locations to install and remove conventional chains, always find a safe location that is out of the way of traffic. If passengers are on-board, they should remain inside of the bus. Make sure the engine is off and the brake is set so the bus will not move.

## Chaining Steps:

Operator Preparation - Stretch muscles before lifting chains.

Lay chains out on the ground to confirm that the chains are lying correctly with each side parallel. If not, straighten them to assure that all reinforcement bars will face the road surface instead of gouging into tire.

## Choose the proper chaining method to use.

### **Drape over the tire (Recommended in most circumstances).**

- Hooks on inside, clasps on outside, cross-links be perpendicular to tire and all reinforcement bars on cross- links facing away from the tire.
- Roll the bus over chains. Determine the optimal direction to roll (forward or backward) by assessing which direction has the most room. Avoid rolling over the hook and clasp end of the chain, if possible. If on a slope, always make sure the operator is on the upward side of the tire when fastening chains.
- Place a mark at one side of the front passenger door and drive the bus with the front wheels straight until the opposite side of the entry door is lined up with the mark.
- Fasten the chains. The inside hooks should be fastened first. Do not hook on the end link. The identical number of links on the inner hook and outside clasp is ideal to fasten the chains. Attach the stretchers/tighteners on the outside of the tire. Drive forward 50-100 yards, remove the stretchers, tighten the chains, and reattach the tighteners.

### **In-place chaining (usually done if bus is unable to move).**

- Drape the chains over tire so that the cross-links at the bottom do not hinder the effort to fasten the inside hook to the chain link.
- Use a chain tightener or coat hanger to guide the link between the dual tires to fasten the chain link with the inside hook.
- Pull the chains as tight as possible. A good tip is to use your knee against the tire to spare using only your back. Fasten the chains with the outside clasp and attach the tighteners. When the bus is moving and out of danger, remove the tighteners, readjust the chains, fasten both the inside hook and outside clasp, and reattach the tighteners.
- Remember that when the bus is empty, chain traction is limited. Never drive over 30 mph when chains are installed on the tires.

### **Removal Steps:**

Remove conventional chains only when the road surface provides safe traction without the use of chains.

- Find a safe area away from traffic and keep the students on the bus.
- Remove the tightener.
- Loosen the outer clasp.
- Unhook the inner hook first to prevent the chains from dropping between freezing wheels.
- Drive over the chains in a manner that prevents the tires from running over clasps or hooks.
- Stretch the chains out to check for broken or badly worn links. Bundle chains for storage.
- Place the tightener perpendicular to the cross-links and pull each individual link over the tightener while inspecting the condition of each link.
- Fasten the tightener at the ends and place in the desired storage area.

If there are any doubts about the condition of any part of the chains, take them to a mechanic or other repairperson for inspections and/or replacement.

### **Additional Tips:**

- Carry additional tighteners in case of breakage.
- Inspect and install all chains in the fall to ensure proper condition and fit.
- Every element of a chain is a moving part. Check for broken chain links and verify the hooks and clasps are in good operating condition.
- Label all chains with paint to confirm they are the proper ones for that particular bus and add this check to the daily pre-trip inspection.
- If installation of new tires occurs on the bus, always check the chains for proper size.

## CDOT Fact Sheet —Traction Law and Passenger Vehicle Chain Law Traction Law (Code 15)

[https://www.codot.gov/travel/winter-driving/assets/cdot\\_ww\\_factsheet](https://www.codot.gov/travel/winter-driving/assets/cdot_ww_factsheet)

During winter storms, or when conditions require, CDOT will implement the Passenger Vehicle Traction Law. CDOT can implement the Passenger Vehicle Traction and Chain Laws on any state highway. During a Traction Law, all motorists are required to have EITHER:

- 4WD or AWD vehicle and 3/16" tread depth
- Tires with a mud and snow designation (M+S icon) and 3/16" tread depth
- Winter tires (mountain-snowflake icon) and 3/16" tread depth
- Tires with an all-weather rating by the manufacturer and 3/16" tread depth
- Chains or an approved alternative traction device

### Passenger Vehicle Chain Law (Code 16) — Chain Up or Stay Off

During severe winter storms, CDOT will implement the Passenger Vehicle Chain Law. This is the final safety measure before the highway is closed.

When the Passenger Vehicle Chain Law is in effect, every vehicle must have chains or an approved alternative traction device.

#### Fines

- Motorists driving with inadequate equipment when a Traction Law or Chain Law is in effect could be fined more than \$130.
- If a motorist blocks the roadway because they have inadequate equipment when a Traction Law or Chain Law is in effect, he/she could be fined more than \$650.

#### Test Your Tread

Find out if your tires are safe for winter driving by doing the Quarter Test:

- Insert a quarter upside down into your tire tread, with Washington's head going in first.
- If the top of the head is covered by tread, you are good to go.
- If the top of his head is visible at any point around the tire (test multiple points), you cannot drive when a Traction Law is called — you also likely need new tires.

#### Traffic Facts

- At 60 MPH on snowy pavement, winter tires require 310 ft. to stop. All- season tires require more than double that (668 ft.).
- In 2014, one of the worst traffic delays on the I-70 Mountain Corridor was caused by unprepared motorists. Severe delays were caused by 22 vehicles spinning out and causing crashes — 19 of those vehicles had worn tires.
- Traffic crashes — not volume — account for as much as 60 percent of all traffic delays.

- A crash that only takes 10 minutes to clear can delay traffic for an hour.

## **Other Considerations**

### Motorists/Bicycles

Sightseeing motorists and/or tourists may drift to either side of the roadway. Many motorists are also uncomfortable driving on mountain roads. They may fear driving towards the outside of the lane and crowd the center of the road. Pay attention to other vehicles' tire to ground contact, which indicates their exact position in their lane. Be aware that motorists may park on mountain shoulders, around curves, and walk on the roadway.

More people are riding bicycles in the mountains. In most cases, they ride in the traffic lane. Bicycles, especially when ridden by children can be unpredictable. Give them plenty of room when passing.

- 42-4-1008.5, C.R.S. – Crowding or threatening bicyclist. The driver of a motor vehicle shall not, in a careless and imprudent manner, drive the vehicle unnecessarily close to, toward, or near a bicyclist.
- Any person who violates subsection (1) of this section commits careless driving as described in 42-4-1402, C.R.S.
- Never outdrive your ability to stop in the distance you can see.

### Passenger Well-Being

When planning a mountain trip and driving in the mountains, think about your passengers. When was the last break for them to stretch their legs? Take stretch breaks, as needed, in safe pullout areas.

Remember that many passengers suffer from motion or carsickness. Have these passengers sit up front with one or more windows open for fresh air. If known ahead of time, discuss other remedies with parents/guardians. Slowing down more in curves may help these individuals. The driver may feel comfortable with the speed on winding roads; however, they should watch the passengers in the rear of the bus to determine if they are comfortable as well.

Anyone can suffer from altitude sickness. Make sure they drink fluids and remain quiet (sitting or lying down) and get them to a lower altitude as soon as possible.

### Driver Care

When driving long distances, note that operators may experience fatigue or minor aches and pains. Be sure before leaving to position the bus seat so the back is completely against the seat back with feet flat on the floor. Consider using a lumbar roll or rolled-up towel between the lower back and seat back. Adjust the seat up or down, so the hips are slightly higher than the knees. The back of the knees should not rest on the edge of the seat. Adjust the seat forward or

back, so the knees are at a slight bend when fully pushing the pedals. Arms should comfortably reach the steering wheel and controls with minimal leaning or twisting.

Remember to adjust the mirrors to avoid twisting or placing the body in an uncomfortable or awkward position. To combat fatigue, perform stretches before and after driving.

## Unit Eight – First Aid Information

### 1 CCR 301-26

**5.1 School transportation vehicle operators driving any vehicle with the capacity of 16 or greater passengers (counting the driver) shall meet or exceed the following requirements:**

**5.01(i) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.**

**5.2 School transportation vehicle route operators(transporting students to and from school or from school to school) driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:**

**5.02(j) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.**

**5.3 School transportation vehicle operators, other than route operators, driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:**

**5.03(h) The operator shall be given and/or have access to first aid information, including cardiopulmonary resuscitation and universal precautions.**

Notice that rule requires small vehicle activity operators to receive only first aid information.

**First aid is the immediate and temporary care given to the victim of an accident or sudden illness until medical services can be obtained.**

All drivers will, at some point, will find a need to administer first aid. The objective of first aid is to save life and prevent further injury. Therefore, it is necessary to know and understand the principles of basic first aid.

It is important that drivers understand what **not to do** as well as to know what **to do**.

This unit is designed to provide information on the fundamentals of first aid. Bus drivers should not administer any first aid beyond that in which they have been trained.

The most noticeable indicators of an emergency are abnormal sights, odors, noises, and personal appearances or behaviors. An emergency or serious illness may be difficult to recognize. When assessing if there is an emergency, often times, those who are injured the most will be the quietest. If you have any reason to suspect that something may be wrong, check the injured or ill person.

Common sense and a few simple rules are the keys to effective first aid. Some of the important ideas to remember when rendering first aid are:

- First aid is not a substitute for medical care. Call your dispatcher and/or your emergency services number (911) as soon as you identify a need for first aid care.
- First aid procedures apply only to immediate temporary needs.
- Only accepted first aid procedures should be used in all cases.
- **Remain calm.** Children will react to your anxiety, which can make the situation worse. Reassure your victim that you can help.
- Ask a conscious victim if you may assist them.
- Use common sense and a reasonable level of skill, not to exceed the scope of the individual's training in emergency situations.

Injuries to victims vary in severity. The individual in control must make sound decisions as to which victims need care first.

### ***Good Samaritan Law***

#### ***13-21-108. Persons rendering emergency assistance exempt from liability.***

***(1) Any person licensed as a physician and surgeon under the laws of the state of Colorado, or any other person, who in good faith renders emergency care or emergency assistance to a person not presently his patient without compensation at the place of an emergency or accident, including a health care institution as defined in section 13- 64-202 (3), shall not be liable for any civil damages for acts or omissions made in good faith as a result of the rendering of such emergency care or emergency assistance during the emergency, unless the acts or omissions were grossly negligent or willful and wanton. This section shall not apply to any person who renders such emergency care or emergency assistance to a patient he is otherwise obligated to cover.***

**(2) Any person while acting as a volunteer member of a rescue unit, as defined in section 25-3.5-103 (11), C.R.S., notwithstanding the fact that such organization may recover actual costs incurred in the rendering of emergency care or assistance without compensation at the place of an emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.**

**(3) Any person, including a licensed physician, surgeon, or other medical personnel while acting as a volunteer member of a ski patrol or ski area rescue unit, notwithstanding the fact that such person may receive free skiing privileges or other benefits as the result of his volunteer status, who in good faith renders emergency care or assistance without other compensation at the place of an emergency or accident shall not be liable for any civil damages for acts or omissions in good faith.**

## **Your First Aid Kit**

It is important that drivers know where the first aid kit is located and what it contains. Before departing on any trip make sure you have found the location of your kit and that you have inspected it to ensure that it has the required contents. Then, if an emergency occurs, they will not waste valuable time looking for the first aid kit or looking for items they know are not in the kit.

### **1 CCER 301-25**

#### **2251-R-20.00 Emergency Equipment.**

##### **Contents of the 24-unit First Aid Kit: Item Unit(s)**

- **Adhesive Tape 1**
- **1-inch adhesive bandage two**
- **2-inch bandage compress one**
- **3-inch bandage compress one**
- **4-inch bandage compress one**
- **3-inch x 3-inch plain gauze pads one**
- **Gauze roller bandage two inch wide two**
- **Plain absorbent gauze – ½ square yard four**
- **Plain absorbent gauze – 24-inch x 72 inch three**
- **Triangular bandages four**
- **Scissors, tweezers one**
- **Space rescue blanket one**
- **Non-latex disposable gloves, pair one**
- **CPR mask or mouth-to-mouth airway one**
- **Moisture and dustproof kit of sufficient capacity to store the required items.**

Everyone should, unless they have been disabled, use first aid whenever it is apparent that death or severe and/or permanent injury to others may follow. No medication, however, should be administered without a physician's directive.

## Blood Borne Pathogen Protection

Many people are afraid to act in an emergency. They may be concerned they may contract a disease from the injured party. Individuals administering first aid need to take some basic steps to protect themselves from blood borne pathogens (infectious disease, bacteria, or viruses) found in body fluids of others. Your employer is required to give you more detailed training in blood borne pathogen procedures.

### If a fluid is wet, warm, and NOT yours – you need to use universal precautions

Following basic guidelines can help reduce disease transmission when providing first aid:

Be prepared by having a first aid kit handy and stocked with protective equipment and supplies such as disposable gloves and biohazard bags on the bus.

Before providing care, use protective barriers, such as a face mask, eye protection, non- latex disposable gloves or a clean dry cloth, between the victim's body fluids and yourself.

- Cover any cuts, sores, scrapes and skin conditions you may have .
- Avoiding contact with blood or body fluids when possible.
- Do not eat, drink or touch your mouth, nose or eyes when giving first aid.
- Do not touch objects that may be soiled with blood or body fluids.
- Dispose of any materials contaminated with blood or body fluids as directed by your employer's blood borne pathogen policy.
- Always wash your hands thoroughly with soap and warm running water when you are done giving first aid, even if you wore disposable gloves.
- Be prepared by having protective equipment

For more detailed information regarding First Aid Procedures contact your local School Nurse or visit the CDE School Nursing and Health website located at [http://www.cde.state.co.us/healthandwellness/snh\\_home](http://www.cde.state.co.us/healthandwellness/snh_home)

## **Unit Nine – Trailer Towing**

### **1 CCR 301-26**

**5.3 School transportation vehicle operators, other than route operators, driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:**

**5.03(j) Prior to driving a school transportation vehicle pursuant to 1 CCR 301-26-R-13.11 operators shall receive training on towing a trailer.**

### **CRS. Title 42 – Vehicles and Traffic**

**(105) "Trailer" means any wheeled vehicle, without motive power, which is designed to be drawn by a motor vehicle and to carry its cargo load wholly upon its own structure and that is generally and commonly used to carry and transport property over the public highways. The term includes, but is not limited to, multipurpose trailers as defined in subsection (60.3) of this section.**

#### **42-4-502. Width of vehicles**

**(1) The total outside width of any vehicle or the load thereon shall not exceed eight feet six inches, except as otherwise provided in this section.**

**(2) (a) A load of loose hay, including loosely bound, round bales, whether horse drawn or by motor, shall not exceed twelve feet in width. (b) A vehicle and trailer may transport a load of rectangular hay bales if such vehicle and load do not exceed ten feet six inches in width.**

**(3) It is unlawful for any person to operate a vehicle or a motor vehicle which has attached thereto in any manner any chain, rope, wire, or other equipment which drags, swings, or projects in any manner so as to endanger the person or property of another.**

**(4) The total outside width of buses and coaches used for the transportation of passengers shall not exceed eight feet six inches.**

**(5) (a) The total outside width of vehicles as included in this section shall not be construed so as to prohibit the projection beyond such width of clearance lights, rearview mirrors, or other accessories required by federal, state, or city laws or regulations. (b) The width requirements imposed by subsection**

**(1) of this section shall not include appurtenances on recreational vehicles, including but not limited to motor homes, travel trailers, fifth wheel trailers, camping trailers, recreational park trailers, multipurpose trailers, and truck campers, all as**

*defined in section 24-32-902, C.R.S., so long as such recreational vehicle, including such appurtenances, does not exceed a total outside width of nine feet six inches.*

**(6) Any person who violates any provision of this section commits a class B traffic infraction.**

**42-4-506. Trailers and towed vehicles**

**(1) When one vehicle is towing another, the drawbar or other connection shall be of sufficient strength to pull all weight towed Colorado Revised Statutes 2013 402 Title 42 thereby, and said drawbar or other connection shall not exceed fifteen feet from one vehicle to the other, except the connection between any two vehicles transporting poles, pipe, machinery, or other objects of a**

**a. structural nature which cannot readily be dismembered and except connections between**

**b. vehicles in which the combined lengths of the vehicles and the connection does not exceed an overall length of fifty-five feet and the connection is of rigid construction included as part of the structural design of the towed vehicle.**

**(2) When one vehicle is towing another and the connection consists of a chain, rope, or cable, there shall be displayed upon such connection a white flag or cloth not less than twelve inches square.**

**(3) Whenever one vehicle is towing another, in addition to the drawbar or other connection, except a fifth wheel connection meeting the requirements of the department of transportation, safety chains or cables arranged in such a way that it will be impossible for the vehicle being towed to break loose from the vehicle towing in the event the drawbar or other connection were to be broken, loosened, or otherwise damaged shall be used. This subsection (3) shall apply to all motor vehicles, to all trailers, except semitrailers connected by a proper fifth wheel, and to any dolly used to convert a semitrailer to a full trailer.**

**(4) Any person who violates any provision of this section commits a class B traffic infraction.**

**42-4-1405. Riding in trailers.**

**No person shall occupy a trailer while it is being moved upon a public highway. Any person who violates any provision of this section commits a class B traffic infraction.**

**Before you hitch any trailer to your car or truck, consult your owner's manual to find out the vehicle's maximum towing capacity. While larger, more powerful vehicles can tow more than smaller, less powerful ones, some subcompact cars, particularly front-drive versions, cannot tow at all. Typical family-size cars can usually tow 1,000 to 2,000 lbs. large cars and light trucks are rated from 2,000 lbs. to nearly 10,000 lbs.**

If you tow a trailer, you are subject to new and different challenges on the highway than you may have previously encountered. Towing a trailer is no small responsibility and should be undertaken with great care and an eye toward safety first. An accident with a tow vehicle and trailer can have much greater consequences than carelessness with a small car. Like an airline pilot who is responsible for expensive equipment and many lives, you should take your responsibilities as a tow vehicle driver very seriously and learn all you can about doing the job safely and well. Whether you tow a light boat or camping trailer behind your car, a vacation trailer behind a motorhome or a cargo trailer to haul a race car or move personal belongings, balancing the load and preparing the trailer and tow vehicle are critical to safe handling.

## **The Trailer Ball and Safety Chains**

The ball should be located so the trailer sits level when connected to the tow vehicle. The vehicle should be able to accept this weight without a major change of attitude.

The ball should be lightly greased, so the hitch rotates smoothly on it. Safety chains should be long enough for tight turns and be crossed (right to left and left to right). This will help create a "saddle" if you have a tongue failure and will help maintain control while stopping. Do not allow these chains to drag on the pavement, because they can be ground to an unsafe condition in a noticeably short amount of time. Always inspect the hitch and tongue for cracks when hooking up. Rust is your enemy and can cause premature failures. Check lights and brakes each time the trailer is hooked up. Try to do things in the same order each time and use a checklist. Do not forget to retract the jack. Do not ever hook a trailer up halfway or you may forget to finish the job. Do not start if you cannot finish, and do not ever leave the receptor pin out for a minute.

## **Trailer Lighting and Connections**

All your lights must work to be legal and safe. The weakest link is the connector. They corrode easily and need constant attention to keep the system working. (Be careful when cleaning connectors not to short them out.) The wiring to the connector should be carefully routed so that it cannot come apart in tight turns or chafe through and short out. Remember, electric brakes also run through this connector. Have an observer confirm your brake lights, blinkers and running lights are working properly each time you hook up.

Complete the rest of the daily pre-trip inspection as required by your district/charter and service provider. This will now include the key items on your trailer, such as: tires, wheels, lights, hitch, safety chain, emergency equipment. Also, verify that the annual inspection for both vehicles is current.

## Recommended Hitch Weight Percentages

TYPE OF TRAILER	PERCENT OF WT. ON TONGUE
Single Axle	10% minimum/15% maximum
Tandem Axle	9% to 15%
Travel Trailer	11% to 12%
5th Wheel	15% to 25%

## Placing the Load

It would be overly simplistic to say, "put the heavy items over the axles". Sometimes many little items can far outweigh one big one. The value of an item should be one of the first considerations of where it is put in a trailer. Arrange the load so that these items are protected by their location. Do not put big, heavy items in a place where they cannot be securely tied down. A glued down rug makes a great floor for a cargo trailer. Things stay put and do not slide around. Of course, it would be easy to say everything should be securely tied down, but it would be also unrealistic. Start with top-heavy items if you have them. That is usually a good place to start because you must have plenty of room available to properly tie them down. Tying them straight down is not secure enough. They need to be tied off at several angles or they could fall over in an abrupt change in speed or direction. You need room to accomplish this. Smaller items can be used to fill the spaces around them later.

The smaller items can be loaded in such a way that they balance out the load. They should be located so that they will stay put. Placing them next to items that have already been tied down helps, but your main concern should be to not lose the balance of the trailer. Do not forget you can also get one side of a trailer a lot heavier than the other without a little planning. This can cause a severe problem when cornering, even causing the trailer to turn over in a sudden turn.

Top-heavy loads can cause problems not only in cornering but also in hard braking. They tend to make the trailer "dive" in hard braking conditions. This suddenly increases tongue weight and can decrease front axle loading just when you need steering and those big front disc brakes the most. Center top-heavy items or arrange the remainder of the load to act as a counterweight to minimize this effect.

Top-heavy loads can cause trailer "dive" under hard braking, possibly reducing steering and braking control.

Never place heavy objects on add-on devices hung on the rear bumper or placed across the tongue frame. A bicycle may be fine to hang out in back, but not a motorcycle. This places

heavy objects where they will dramatically affect handling in corners or bumps. Heavy weights placed well behind the axle can also aggravate swaying in turns.

The best advice is to use good common sense and to always allow plenty of margin for safety. The purpose behind this information and test is to give you the necessary information to make intelligent, informed decisions when loading. The ultimate responsibility for using that information correctly lies with you alone.

## **Your Responsibilities as a Driver**

Towing a trailer has a responsibility like properly driving your car. You would not think of letting your children drive on the road without the proper training, and you should not take a fully loaded trailer that could be improperly loaded onto a busy road to learn with. It is a skill that must be developed and a responsibility that should not be taken lightly. If you are towing a travel trailer for the first time, you must start learning with a full load. Drive only when traffic is light and do not drive where traffic conditions might force you into driving faster than you are comfortable with. Do not be embarrassed to ask questions or park when it is windy. Learn what it takes to keep from ruining your transmission when pulling heavy loads up a hill or burning your brakes up going down the other side. It is a skill that you can take pride in. The hardest skill to learn is to know when not to tow a trailer.

Travel trailers, boat trailers, and specialty trailers are usually designed to have the proper hitch weight, but it would be intelligent to check them. Make sure your hitch can manage the load. You can still screw up the design by putting something heavy where it was never intended to go. Another way of getting in trouble with a boat is towing it when it has a lot of water in the bilge from a rainstorm. If you add heavy items to this type of trailer, put the extra weight over the axles.

## **Driving in Windy Conditions**

Wind can create havoc when towing a trailer, causing oscillations or sudden pulling to one side. A thirty mile an hour crosswind can blow you off the road if there is a sudden gust. For example, say a hard gust of wind hits your rig from the left. Your rig pitches to the right and moves towards right. In order to stay on the road, you turn left. With the rig leaning to the right, the centrifugal force generated by the left turn can be the added ingredient that puts you on your side, or worse yet, down the side of a ravine.

The only way to help lower the risk traveling in these conditions is to slow down. This eliminates the centrifugal force that happens when you correct, and if the wind did blow you over it would not be such a violent crash. The safest way is not to drive in extremely windy conditions. That is what the professional haulers do, and so should you. Park it until it is safe to

continue. Wind can also have a dramatic effect on your fuel mileage when towing a heavy load. Plan your fuel stops accordingly.

NOTE: Several types of trailer sway control braces are available that can minimize the effects of wind gusts and passing trucks.

## **Wind from Passing Trucks**

An interesting thing happens when being passed by faster moving buses or large trucks. Large vehicles develop a high-pressure wave of air in front of them and low- pressure area to their rear as they go down the highway. This is variable and is dependent on the shape of the truck and the existing wind conditions. The effect is such that as the truck comes up to pass on your left, first your trailer and then your tow vehicle will be pushed to your right by the truck's "bow wave". As the truck passes, the low-pressure zone will then pull you back to the left. You must steer first left and then right to counter the effect. It is not particularly dangerous, but it does keep you on your toes.

## **Handling Trailer Sway**

If swaying occurs, steer as little as possible while you slow down. Because of your natural lag in reaction time, quick steering movements will make things worse and cause the oscillation to increase. Application of the trailer brake usually tends to help keep the vehicles aligned, while heavy braking with the tow vehicle may reduce trailer stability. Until the problem is identified and solved, travel at reduced speeds.

Heavy items loaded to one side of the trailer can cause oscillation or handling problems in turns. The longer the trailer, the wider you must swing in a turn to make sure the trailer wheels clear the inside curb.

## **Something to Think About**

A temporary increase in loading occurs during dips or bumps in the road. A severe dip causes increased weight to suddenly be placed on hitch, axles and tires. Though hitch manufacturers take this into consideration in their designs, an overloaded or old, cracked and rusted hitch or tongue can be suddenly stressed beyond capacity, causing it to fail. Watch for bumps and large dips in the road and try to slow down for them. A conservative safety margin in loading will also be helpful in this type of unforeseen circumstance.

Whenever the trailer is detached from the tow vehicle, block the wheels so it is impossible for the trailer to roll off on its own.

Better yet, do not ever detach the trailer on any grade.

### **Accelerating**

The added weight of your trailer and cargo will cause the engine to work harder when accelerating. Allow your vehicle to gradually reach a comfortable driving speed.

### **Backing**

It is always helpful to have a spotter outside your vehicle to guide you when backing up. Make certain you can always see your spotter in your side mirrors. Then place one hand at the six o'clock position on the steering wheel and back up slowly, turning the wheel to the left to make the trailer move left. Turn the wheel to the right to make the trailer move right.

### **Braking**

Use firm and steady pressure on the brake pedal. "Slamming" the brakes can cause the trailer to jackknife.

### **Cornering**

The turning radius of a trailer is usually smaller than that of the towing vehicle. When turning, drive your vehicle slightly past the normal turning point and then begin your turn. Cornering at a wider angle will allow both your vehicle and the trailer to make the turn.

### **Driving on Steep Grades**

To avoid straining brake and engine components, reduce your speed and shift the transmission into a lower gear before going down a steep grade. When driving up a long, steep grade, shift to a lower gear to maintain speed and avoid lugging (the sluggish stuttering of your vehicle's engine when it needs to be shifted to a lower gear). Also, watch your engine temperature gauge for any signs of overheating.

### **Parking**

In selecting a parking spot, allow yourself a lot of room to maneuver. Always block the wheels on both the trailer and your vehicle after you park. Parking on inclines is not recommended.

### **Passing**

Passing is not recommended when you are towing a trailer. If you must pass, allow yourself additional time and distance to safely pass the other vehicle. Signal your intention to pass well in advance and make certain your trailer is clear of the vehicle you have passed before you reenter the lane.

## The Driver

Apart from adding to the driver's legal responsibilities, towing requires a greater degree of knowledge and skill than normal driving. When towing, you should:

- allow for the extra length and width of the trailer when entering traffic.
- apply the accelerator, brakes and steering smoothly and gently to avoid sway, especially in wet or slippery conditions.
- maintain a space of at least 4 seconds between you and the vehicle in front to allow for a longer stopping distance.
- engage a lower gear in both manual and automatic vehicles to increase vehicle control and reduce brake strain when travelling downhill.
- allow more time and a greater distance in which to overtake. When towing, your vehicle's capacity to accelerate is reduced.
- if possible, reverse with a person watching the rear of the trailer.
- where areas are provided, pull off the road to allow traffic building up behind you to overtake.
- be aware that towing is more stressful than normal driving and is more likely to cause fatigue. Therefore, more rest stops should be planned.
- Always reduce your normal driving speed when towing. On curves or entrance and exit ramps, reduce your speed to 5 mph below the posted speed.
- Be alert and wear your seatbelt.

## **Unit Ten – Loading and Unloading Passengers**

### **1 CCR 301-26**

#### **18.0 Route Planning – Student Loading and Discharge**

**18.1 School transportation small vehicles, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and School Buses (Types A, B, C, and D) may be used to transport students to and from school. Multifunction Buses Type B, C, D, and Motor Coach Buses shall not be used to transport students to and from school.**

**18.2 The location of student stops shall consider factors including:**

**18.02(a) Ages of the students;**

**18.02(b) Visibility;**

**18.02(c) Lateral clearance;**

**18.02(d) Student access; and**

**18.02(e) Control of other motorists.**

**18.02(e)(1) Student stops for Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles should be located off of the roadway whenever possible.**

**18.3 School transportation vehicle operators shall stop at least 10 feet away from students at each designated stop. The school transportation vehicle operator shall apply the parking brake and shift the vehicle into neutral or park prior to opening the service door of a bus or the passenger door(s) of a small vehicle.**

**18.4 The school transportation vehicle operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers - allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right - so that students may clear the vehicle safely while in sight of the operator.**

**18.04(a) Exception: The school transportation vehicle operator may block the lane of traffic when passengers being received or discharged are required to cross the roadway.**

**18.5 Student stops shall not be located on the side of any major thoroughfare whenever access to the destination of the passenger is possible by a road or street which is adjacent to the major thoroughfare.**

**18.6 School districts, charter schools and service providers shall ensure that if students are required to cross a roadway, highway or private road on which a student stop is being performed, they are prohibited from crossing a roadway, highway or private road constructed or designed to permit three or more separate lanes of vehicular traffic in either direction or with a median separating multiple lanes of traffic.**

**18.7 Four-way hazard lamps shall be used on private property such as parking lots.**

**18.8 Alternating flashing red warning signal lamps shall not be activated within 200 feet of an intersection if the intersection is controlled by a traffic control signal.**

**18.9 Routes shall be planned as to:**

**18.09(a) Eliminate, when practical, railroad crossings; and**

**18.09(b) Have stops be a minimum of 200 feet apart (since alternating flashing amber warning signal lamps must be activated a minimum of 200 feet in advance of the stop on the roadway on which the bus stop will be performed).**

**18.09(b)(1) Exception: In areas where wildlife may create a high risk of threat to students' safety while they are waiting and/or walking to a student stop, designated stops may be less than 200 feet apart upon detailed written approval by the school district board of education or governing body of a charter school (or the board's designee). A copy of the written approval shall be kept in the school transportation office and route operators shall be given written notice of the exception and have it indicated on route sheets.**

**18.10 In determining the length of routes, school districts, charter schools and service providers must make an effort to minimize student ride times while considering student educational needs, geographic boundaries, terrain, traffic congestion, and financial resources within the district. A local board of education, or the governing body of a charter school, may establish a maximum student ride time.**

**18.11 Pursuant to Section 42-4-1903(2), C.R.S., school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus (1) when the student stop is at a location where the local traffic regulatory authority has by prior written designation declared such actuation unnecessary and (2) when discharging or loading passengers who require the assistance of a lift device and no passenger is required to cross the roadway. Further, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles do not have the functionality to control traffic. In these instances, the school transportation vehicle operator shall stop as far to the right off the roadway as possible to reduce obstruction to traffic, activate the four-way hazard warning lamps a minimum of 200 feet prior to the student stop, continue to display the four-way hazard warning lamps until the process of discharging or loading passengers has been completed, and deactivate the four-way hazard lamps before resuming motion.**

***Students are prohibited from crossing any lanes of traffic to access the student stop or after disembarking.***

***18.12 School transportation vehicle operators shall not relocate a student stop without approval of the school district, charter school, or service provider.***

***18.13 Pursuant to 42-4-707 C.R.S., School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping and crossing railroad tracks:***

***18.13(a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing;***

***18.13(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail;***

***18.13(c) When stopped, the bus shall be as far to the right of the roadway as possible and shall not form two lanes of traffic unless the highway is marked for four or more lanes of traffic; and***

***18.13(d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise making equipment (fans, heater, radio, etc.)***

***18.14 After quietness aboard the stopped bus has been achieved, bus operators shall open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.***

***18.14(a) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.***

***18.14(b) When two or more tracks are to be crossed, the bus operator shall not stop a second time unless the bus is completely clear of the first crossing, with at least 15 feet clearance in front and at least 15 feet clearance to the rear.***

***18.14(c) Before crossing the tracks, the bus operator shall verify that there is enough space after the tracks for the bus plus 15 feet if it is necessary to stop after crossing the tracks.***

***18.15 School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses are not required to stop at crossings controlled only by a red, amber, green traffic control signal when it is in the green position, or when the crossing is controlled by a***

*police officer or human flag person, or when the crossing is marked with an official “exempt” sign placed on the railroad crossing light post or cross bucks post.*

### **Section 42-4-1903**

#### **School buses – stops-signs-passing**

**(1) (a) The driver of a motor vehicle upon any highway, road, or street, upon meeting or overtaking from either direction any school bus that has stopped, shall stop the vehicle at least twenty feet before reaching the school bus if visual signal lights as specified in subsection (2) of this section have been actuated on the school bus. The driver shall not proceed until the visual signal lights are no longer being actuated. The driver of a motor vehicle shall stop when a school bus that is Not required to be equipped with visual signal lights by subsection (2) of this section stops to receive or discharge schoolchildren.**

**(b) (I) A driver of any school bus who observes a violation of paragraph (a) of this subsection (1) shall notify the driver's school district transportation dispatcher. The school bus driver shall provide the school district transportation dispatcher with the color, basic description, and license plate number of the vehicle involved in the violation, information pertaining to the identity of the alleged violator, and the time and the approximate location at which the violation occurred. Any school district transportation dispatcher who has received information by a school bus driver concerning a violation of paragraph (a) of this subsection (1) shall provide such information to the appropriate law enforcement agency or agencies.**

**(II) A law enforcement agency may issue a citation on the basis of the information supplied to it pursuant to subparagraph (I) of this paragraph (b) to the driver of the vehicle involved in the violation.**

## **Loading and Unloading Procedures**

The loading and unloading of passengers present the driver with tremendous responsibilities and requires the use of sound judgment. The driver must execute the proper procedures for interacting with other vehicular traffic, in managing pupils who are loading and unloading from the bus.

This unit deals with the proper use of hazard warning lights as well as the procedures for safe loading and unloading of passengers. Learning and using these procedures will assist the driver in safely transporting their passengers to and from school. This is the point where students and drivers are exposed to many hazards. **Ignoring these procedures could result in severe injury or death to one or more of their passengers or other highway users.**

## When loading and unloading

- Never take your eyes off what is happening outside the bus.
- Count children as they enter/exit.
- Make sure you know the location of each student and make sure they are a safe distance from the bus before pulling away once you unload at the bus stop.
- If you cannot locate a child, check your mirrors. DO NOT MOVE!!
- If you still cannot find the child, secure the bus.
- Check around and under your vehicle.
- DO NOT Move until you have located the child

## Loading Steps

There is a safe technique in making stops that protect all involved. These steps should be practiced in the same sequence, so they become habit.

- 1) **Check mirrors and traffic.** Students will be loading soon, and we must scan the traffic scene to locate students and traffic hazards. A mistake here could be tragic!
- 2) **Apply brakes lightly and slow down.** As you approach the bus stop, you must have your bus under control. Slowing down gradually will give you the control you need in case someone runs out in front of your bus.
- 3) **Do not pull closer than 10 feet to waiting pupils.** Stop short of the line of waiting students for their safety. You must teach your students to stay back 10 feet from the bus and wait for your signal to board the bus. In winter weather your bus could also slide during the stopping procedure. Train your students well for their survival.
- 4) **Stop the bus as far to the right off the roadway or private road as practicable.** It is important to consider a safe bus stop where pupils will wait for the school bus.
- 5) **Apply the parking brake, shift the bus to park or neutral.** It is possible that your foot could slip off the brake and the bus could move. Place your bus in neutral or park and set the parking brake at every student stop.
- 6) **Check mirrors and traffic.** Check to see what the traffic around your bus is doing before you open your door. Have students enter or leave the bus in an orderly manner. Be sure all students are accounted for. COUNT THEM AND TRACK THEM!! This is the most dangerous step in our loading and unloading procedure. You must account for every student.

**More than half of all school bus rider fatalities are pupils struck by the bus, which they were entering or leaving.**

Drivers are responsible for the safety of all their pupils. Instruct pupils in safe use of the handrail. Count the students as they get off the bus and count them again as they move away from the bus.

**7) Procedure for students:** Use handrails when boarding vehicle. Students should go directly to their seats as prescribed by the district/charter and service provider. Remain seated when the bus is moving. Do not permit students to go to the mailbox when the bus is conducting the bus stop. They must wait until the bus has departed the bus stop and preferably out of sight before they check for traffic and proceed to their mailbox. The concern is that students will attempt to get their mail assuming that traffic will remain stopped and do not take the proper precautions for safely crossing the road.

**8) Check to see that students are seated and close the door.** Students may fall if you start up before they are seated. Do not rush the seating procedure. Remember that small children may take considerable time to enter the bus and climbing the steps is a major event. Help them if you can!

**9) Allow traffic to clear.** If it is possible, you must allow stopped traffic to clear. Failure to allow traffic to clear may result in a motorist trying to pass unsafely.

#### ***Section 42-4-1903 (5) ....***

***The driver of a school bus that has stopped shall allow time for any vehicles that have stopped behind the school bus to pass the school bus, if such passing is legally permissible where the school bus is stopped, after the visual signal lights, if any, are no longer being displayed or actuated and after all children who have embarked or disembarked from the bus are safe from traffic.***

Do not impede the regular flow of traffic. If a build-up occurs behind you, display professional courtesy.

**10) Check mirrors and traffic.** Your stop procedure is almost complete, and you must move back into traffic.

**11) Enter the traffic lane.** Everything looks good and it is time to get back on the road. A second look in the mirrors may help to avoid a collision.

## **Report Route Hazards**

If, during the process of performing your route, you notice something that has become a hazard follow district/charter and service provider procedures for reporting such incidents. This could be a snowbank that is too high to see over, a tree in the road, construction, etc.

These hazards and the corrective action may need to be listed on the route description for the substitute driver. Review the district/charter and service provider procedure on reporting route hazards and how to determine when a change is warranted. The driver shall never change a stop without following district/charter and service provider procedures.

### **1 CCR 301-26**

***18.12 School transportation vehicle operators shall not relocate a student stop without approval of the school district, charter school, or service provider.***

**NEVER, NEVER change a bus stop location without following district/charter and service provider procedures.**

### **Storage of Large and Oversized Equipment**

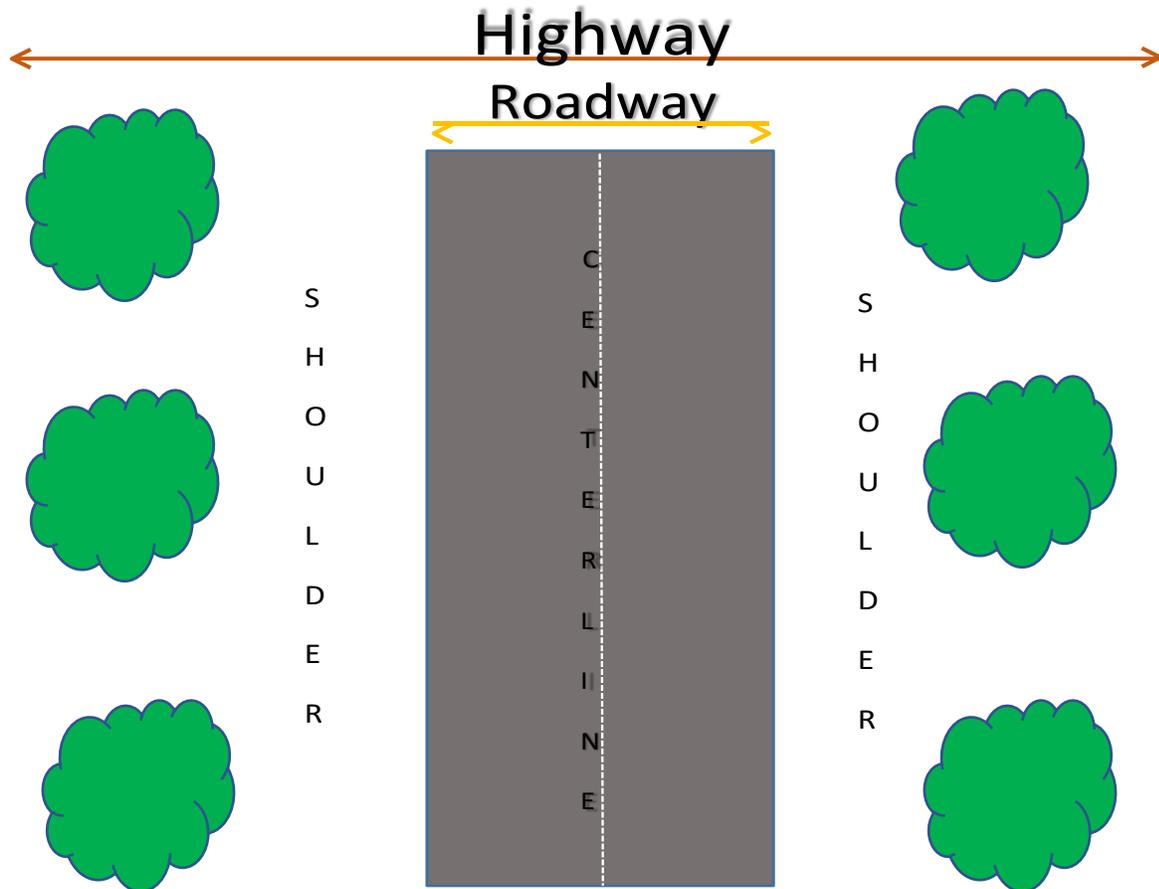
The equipment must be stored or secured to reduce the danger to a minimum, in case of an emergency stop or an accident. The driver must make a reasonable and prudent determination that all carry-on items are effectively managed in order to minimize the danger to all others.

Store band instruments and other sizable items in the storage compartment under the bus, if so equipped. If there is no under storage area, make sure the items are stored and secured away from the front and rear doors, are not stacked above seat back height and are out of the aisle.

Other options may include equipment truck, cargo van, or a second bus as an equipment bus.

**DO NOT EVER BLOCK THE EMERGENCY DOOR(S) OR WINDOWS.**

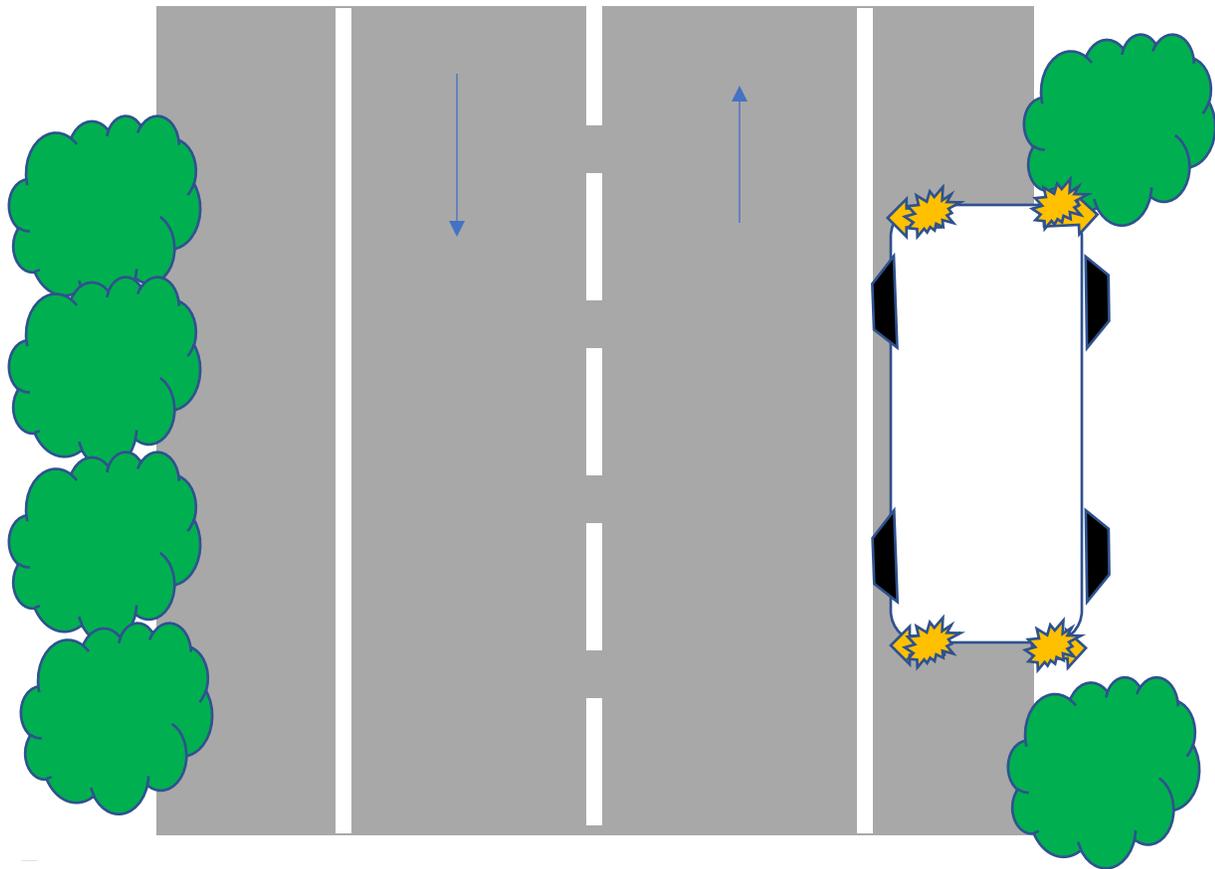




“Highway” means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel or the entire width of every way declared to be a public highway by any law of this state. [§42-1-102(43), C.R.S.] “Highway” includes bridges on the roadway and culverts, sluices, drains, ditches, waterways, embankments, retaining walls, trees, shrubs, and fences along or upon the same and within the right-of-way. [§ 43-1-203(1), C.R.S.]

“Roadway” means that portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk, berm, or shoulder even though such sidewalk, berm, or shoulder is used by persons riding bicycles or other human-powered vehicles and exclusive of that portion of a highway designated for exclusive use as a bicycle path or reserved for the exclusive use of bicycles, human-powered vehicles, or pedestrians. In the event that a highway includes two or more separate roadways, “roadway” refers to any such roadway separately but not to all such roadways collectively.



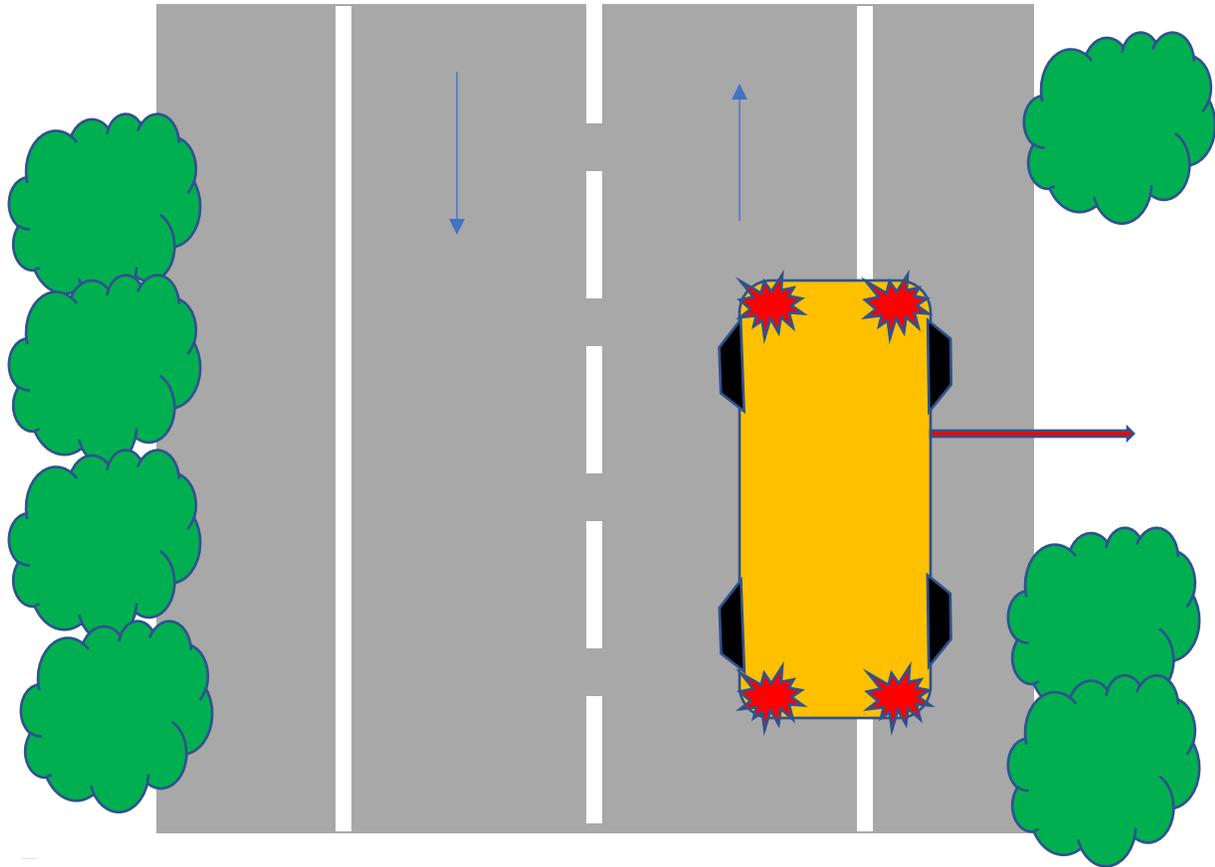


## **Proper placement of a Type A Multifunction and Small Vehicle on a roadway when loading and unloading students.**

*1 CCR 301-26*

*Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles do not have the functionality to control traffic. In these instances, the school transportation vehicle operator shall stop as far to the right **off the roadway as possible** to reduce obstruction to traffic, **activate the four-way hazard warning** lamps a minimum of 200 feet prior to the student stop, continue to display the four-way hazard warning lamps until the process of discharging or loading passengers has been completed, and deactivate the four-way hazard lamps before resuming motion. Students are prohibited from crossing any lanes of traffic to access the student stop or after disembarking.*



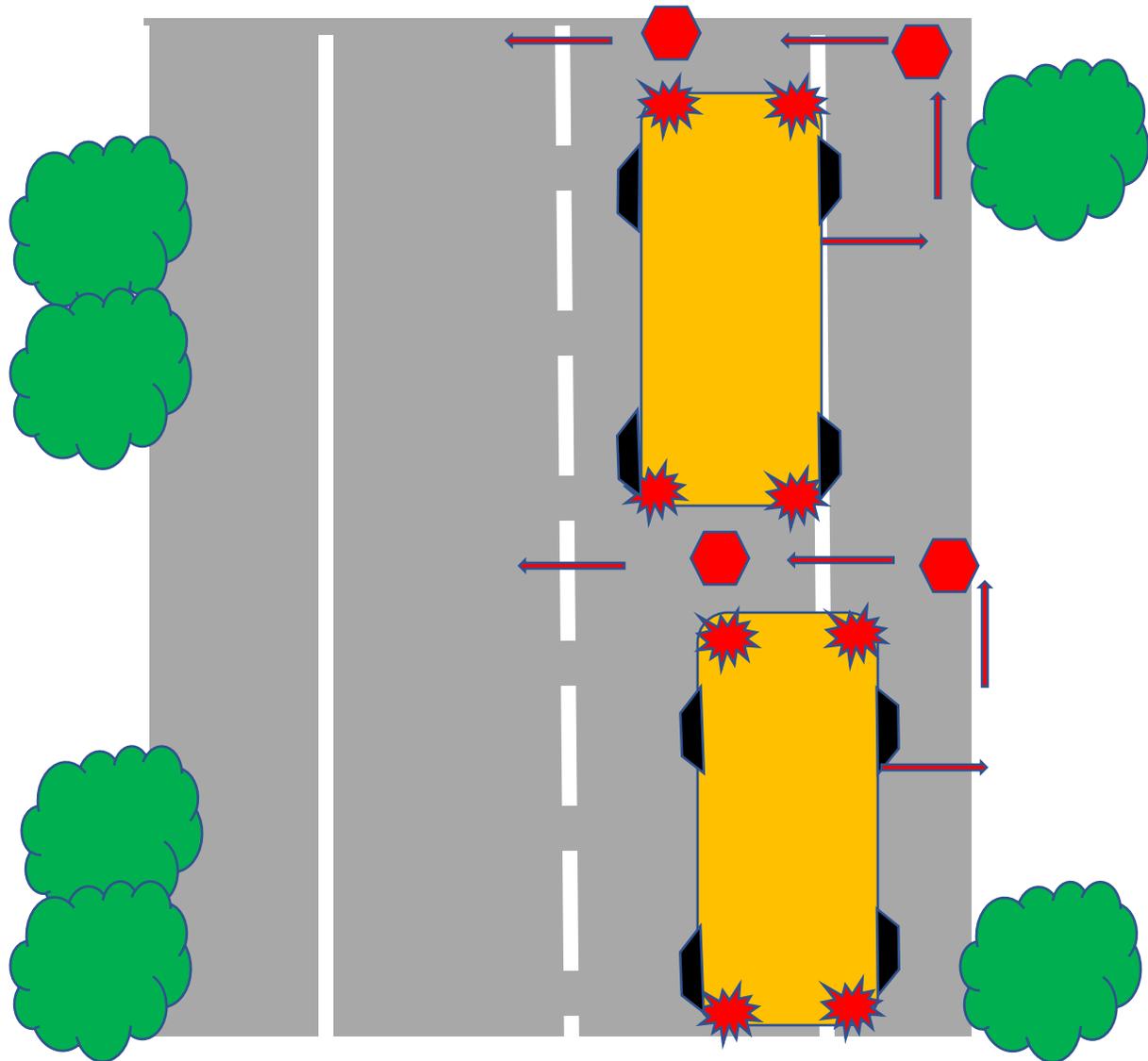


**Proper placement of a bus on a paved roadway with a paved shoulder and students are not crossing the roadway**

### ***1 CCR 301-26***

***18.4 The school transportation vehicle operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers - allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right - so that students may clear the vehicle safely while in sight of the operator.***





**Proper placement of a bus on a paved roadway with a paved shoulder and students are crossing the roadway**

*1 CCR 301-26*

*18.4 The school transportation vehicle operator **shall** stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers - allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right - so that students may clear the vehicle safely while in sight of the operator.*

*18.04(a) Exception: The school transportation vehicle operator may block the lane of traffic when passengers being received or discharged are required to cross the roadway.*



## Unit – Eleven – Addendum

1. Certification of Receipt and Understanding Form
2. STU-17 CDE Multifunction, Small Vehicle Operators Medical Information Form
3. STU-8 – Type A, Multifunction, Small Vehicle Pre and Post Trip Inspection
4. STU-9 – School Bus, Multifunction, Motor coach Pre and Post Trip Inspection
5. 1 CCR 301-26 Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles
6. 2022-2023 License and Training Matrix

School Transportation Website

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



## Certification of Receipt and Understanding

I, \_\_\_\_\_ (Please Print) certify that I have been given and/or have access to the Colorado Department of Education Type A, Multifunction and Small Vehicle Route/Activity Operator Guide 2022.

I hereby certify that I have read and understand the Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles 1 CCR 301- 26.

I understand that I am responsible, pursuant to these rules, to operate a school transportation vehicle within the Rules set forth in 1 CCR 301-26 and the laws of the State of Colorado as applicable to my job responsibilities.

I understand that I am required to receive training and provide all the documentation required per the School Transportation Vehicle Operator Requirements indicated in 1 CCR 301-26, 4204-R-5.00 that are applicable to my job responsibilities.

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

School District/Charter/Service provider \_\_\_\_\_

Trainer(s) Name \_\_\_\_\_ (Please Print)

Trainer(s) Signature \_\_\_\_\_



## Multifunction/Small Vehicle Operators Medical Information Form 2022-2023

Per 1 CCR 301.26, 4204-R-5.03(f) “The operator shall annually complete the CDE Multifunction/Small Vehicle Operators Medical Information form (STU-17). Any yes annotations shall require a physician’s release.”

If you indicate “yes” on any of the listed questions below, a physician’s release is required and shall be maintained in a district file, prior to transporting students in a school transportation vehicle.

Operator Name \_\_\_\_\_ New Operator  Yes  No  
 District/Contractor \_\_\_\_\_ District Phone # \_\_\_\_\_  
 Operator Email \_\_\_\_\_ Contact Phone# \_\_\_\_\_

Do you currently have any of the following conditions?

- 
- Yes  No      Head/Brain injuries or disorders
  - Yes  No      Seizures/Epilepsy
  - Yes  No      Eye Disorders or Impaired Vision (except corrective lenses)
  - Yes  No      Ear Disorders or Loss of Balance
  - Yes  No      Heart Disease/Heart Attack or other Cardiovascular Condition
  - Yes  No      Heart Surgery (Valve replacement, bypass, angioplasty, pacemaker)
  - Yes  No      High Blood Pressure (DOT standards)
  - Yes  No      Muscular Disease
  - Yes  No      Shortness of Breath
  - Yes  No      Lung Disease, Emphysema, Asthma, Chronic Bronchitis
  - Yes  No      Kidney Disease
  - Yes  No      Severe Digestive Problems
  - Yes  No      Diabetes or Elevated Blood Sugar
  - Yes  No      Nervous or Psychiatric Disorders
  - Yes  No      Severe Depression
  - Yes  No      Loss or altered consciousness
  - Yes  No      Fainting/Dizziness
  - Yes  No      Stroke or Paralysis
  - Yes  No      Chronic Low Back Pain
  - Yes  No      Sleep Disorder/Apnea/Daytime/Sleepiness/Loud Snoring
  - Yes  No      Other - Please explain

I certify that the above information was provided voluntarily and is complete and true. I understand that failure to accurately complete this form will exclude me from driving a school transportation vehicle while transporting students.

Operator Signature \_\_\_\_\_ Date \_\_\_\_\_

Transportation Official \_\_\_\_\_ Date \_\_\_\_\_

STU-17 Maintained in the Small Vehicle Operator Qualification File 5.03(f)







**School Transportation Vehicle (Small Vehicle)  
 Pre-Trip and Post Trip Requirements (STU 8)  
 2022-2023**

**ALL ITEMS ON THIS CHECKLIST ARE MANDATORY.**

**USE OF THIS SPECIFIC CHECKLIST IS NOT MANDATORY.**

Per 1 CCR 301-26, 9.0 and 9.3 - “The pre-trip and post-trip inspection requirements for small vehicles, shall include at a minimum all items listed on the CDE School Transportation Vehicle (Small Vehicle) Pre-Trip and Post Trip Requirements (STU-8) Form.”

<i>Front of Vehicle</i>	<i>Rear of Vehicle</i>	<i>In Cab - continued</i>	<i>Post-Trip</i>
Light Lens Condition	Light Lens Condition	Service Brake	Student Check
<i>Engine Compartment</i>	Doors	Dome Lights	Walk Around
Oil Level	Tailpipe/Muffler	Emergency Kit	Articles left on the Bus
Coolant Level	<i>In Cab</i>	Body Fluid Kit	Open windows/doors
Power Steering Fluid	Safety Belt	Communications	Damage Vandalism
Fan Belt(s)	Triangles	Seat Belt Cutter	Mechanical Problems
	ABS		Operational Problems
	Temperature Gauge		
<i>Tire</i>	Oil Pressure Gauge		
Inflation	Voltmeter Gauge		
Condition	Left Turn Signal		
Depth	Right Turn Signal		
<i>Exterior Lights</i>	Hazard Lights		
Hazard	Headlights		
Turn Signals	High Beams		
Brake	Horn		
Reverse lights	Heater(s)		
<i>Driver/Fuel Area</i>	Defroster		
Door	Mirrors		
Mirror	Windshield		
Fuel Tank	Wipers		
Fuel Leaks	Washers		
Fuel Cap	Parking Brake		
<b>Trailer</b>			
<i>Tire</i>	<i>Other Equipment</i>	<i>Load</i>	<i>Post-Trip</i>
Inflation	Hitch/Receiver	Load Securement	Walk Around
Condition	Coupler	Load Distribution	Damage Vandalism
Depth	Draw Bar	<i>Brakes</i>	Mechanical Problems
<i>Exterior Lights</i>	Electrical Plug and Cable	Controller	
Clearance	Jack/Tongue Support	Break-away	
Hazard	Safety Chains	<i>Wheels</i>	
Turn Signals	Mirror Extensions	Lug Nuts	
Brake		Axle Hub Oil Seal	





**School Transportation Vehicle (School Bus)  
Pre-Trip and Post Trip Requirements (STU 9)  
2022-2023**

**ALL ITEMS ON THIS CHECKLIST ARE MANDATORY.**

**USE OF THIS SPECIFIC CHECKLIST IS NOT MANDATORY.**

Per 1 CCR 301-26, 9.0 and 9.2 “The pre-trip and post-trip inspection requirements for school transportation vehicles, other than small vehicles, shall include at a minimum all items listed on the CDE School Transportation Vehicle (School Bus) Pre-Trip and Post Trip Requirements (STU-9) Form.”

<i>Front of Vehicle</i>	<i>Side of Vehicle</i>	<i>In Cab</i>	<i>Passenger Items</i>
Light Lens Condition	Light Lens Condition	Safety Belt	Steps
<i>Engine Compartment</i>	Reflectors	Fire Extinguisher	Handrail
Oil Level	<i>Driver/Fuel Area</i>	Electrical Fuses	Step Light
Coolant Level	Door	Triangles	Lift
Power Steering Fluid	Mirror	Safe Start	Seating Secured
Water Pump	Fuel Tank	ABS	
Belt or Gear	Fuel Leaks	Temperature Gauge	<i>Post-Trip</i>
Alternator	Fuel Cap	Oil Pressure Gauge	Student Check
Belt or Gear	<i>Under Vehicle</i>	Voltmeter Gauge	Walk Around
Air Compressor	Drive Shaft	Air Gauge	Articles left on the Bus
Belt or Gear	Exhaust System	Left Turn Signal	Open windows/doors
Leaks	Frame	Right Turn Signal	Damage Vandalism
Hoses	<i>Suspension</i>	Hazard Lights	Mechanical Problems
<i>Steering</i>	Springs	Headlights	Operational Problems
Box	Spring Mount(s)	High Beams	
Hoses	Shock(s)	Horn	
Pitman Arm	U-Bolts	Heater(s)	
Drag Link	Air Bag	Defroster	
<i>Front/Rear Brakes</i>	Air Bag Mount	Mirrors	
Slack Adjustor	<i>Wheels</i>	Windshield	
Brake Chamber	Rim	Wipers	
Brake Hose or Line	Lug Nuts	Washers	
Drum or Disk	Axle Hub Oil Seal	Parking Brake	
Linings or Pads	Spacers	Service Brake	
<i>Tires</i>	<i>Rear of Vehicle</i>	Dome Lights	
Inflation	Light Lens Condition	Emergency Door Alarm	
Condition	Reflectors	Emergency Window Alarm	
Depth	Splash Guard	Emergency Kit	
<i>Exterior Lights</i>	Emergency Door	Body Fluid Kit	
Clearance	<i>Air Brake Check</i>	Seat Belt Cutter	
Hazard	*1 Compressor	Student Mirror	
Turn Signals	*2 System Leaks	Communications	
Overhead Amber	*3 Low Air Warning		
Overhead Red	*4 Valve Set or Hydraulic Brake Check		
Stop Arm (including operation)			* If No Air Brakes Line Out Components
Brake			
Tail			





# COLORADO RULES FOR THE OPERATION, MAINTENANCE, AND INSPECTION OF SCHOOL TRANSPORTATION VEHICLES

## 1 CCR 301-26

### 1.0 Statement of Basis and Purpose

- 1.01 Colorado law provides for the State Board of Education to adopt and enforce regulations governing the safe operation of school buses used for the transportation of students pursuant to Sections 22-51-108 and 42-4-1904, C.R.S.
- 1.02 The purpose of these rules is to adopt and enforce regulations governing the reasonable and adequate standards of safety for the operation, maintenance and inspection of school transportation vehicles that promote the welfare of the students and afford reasonable protection to the public. These rules are designed to align with federal standards, reflect current industry practices, and incorporate recommendations from school district, charter school, and service provider transportation professionals.
- 1.03 The Commissioner, or designee, may provide an exemption to the Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles to the extent the Commissioner finds an exemption to be appropriate.

### 2.0 Applicability of Rules

- 2.01 These rules and regulations apply to the operation, maintenance and inspection of all public-school transportation conducted by:
  - 2.01(a) A school district, charter school, or service provider for routes (home to school, school to school, and school to home); and
  - 2.01(b) A school district, charter school, or service provider for activity trips (school related events);
  - 2.01(c) As used in these Rules, "service provider" means a company or individual hired by a school district or charter school.
- 2.02 These rules are not intended to include:
  - 2.02(a) Private motor vehicles used exclusively to carry members of the owner's household;
  - 2.02(b) Transportation arrangements not authorized by the school district, charter school, or service provider, including but not limited to sharing of actual gasoline expense or participation in a car pool;
  - 2.02(c) The operations of vehicles in bona fide emergency situations consistent with policies of the local board of education;
  - 2.02(d) Transportation conducted by a company or individual for activity trips (school related events),

including service providers, parent volunteers, and coaches or teachers using a private motor vehicle; or

2.02(e) Transportation provided by a company or individual as part of their operation as a common carrier, or transportation network company operating pursuant to Section 40-10.1-602, C.R.S., under the jurisdiction of the US Department of Transportation or the Public Utilities Commission.

2.03 These rules shall not preclude a school district, charter school, or service provider from establishing a more rigid standard or policy when deemed necessary by the local board of education or service provider.

### **3.0 Non-Compliance**

3.01 CDE will perform periodic School Transportation Advisory Reviews (STAR) of school districts, charter schools and service providers to evaluate and assist with compliance of these rules.

3.01(a) CDE will provide school districts, charter schools and service providers written notification of the STAR findings.

3.01(b) Upon receipt of the written notification of STAR findings, school districts, charter schools and service providers shall respond in writing to outline corrective actions if necessary.

3.02 CDE shall revoke or suspend the certificate for a school transportation annual inspector, school transportation annual inspector hands-on tester, school transportation entry level driver instructor, or inspection site under the following circumstances:

3.02(a) A school transportation annual inspector, school transportation annual inspector hands-on tester, school transportation entry level driver instructor, or inspection site does not meet the requirements outlined in these rules; or

3.02(b) School transportation annual inspections, school transportation entry level driver instruction, or hands-on tests have not been properly conducted.

### **4.0 School District, Charter School and Service Provider Employment Responsibilities**

4.01 School districts, charter schools and service providers shall outline job responsibilities and develop job qualification standards for each school transportation vehicle operator and school transportation paraprofessionals, annual inspector, and school transportation entry level driver instructor, consistent with federal and state regulations. A copy of these requirements shall be provided to each school transportation vehicle operator, annual inspector, school transportation entry level driver instructor, and paraprofessional upon employment. A copy shall also be maintained in the applicable qualification file.

4.02 School districts, charter schools and service providers shall maintain separate files for each school transportation vehicle operator, school transportation paraprofessional, school transportation entry level driver instructor, and school transportation annual inspector with

written documentation evidencing all listed requirements indicated in Rule 5.00, Rule 6.00 and Rule 7.00, as applicable. Training documentation shall include the trainer name, date of the training, description of the training, duration of each topic covered and the signature of all attendees.

- 4.02(a) If a school transportation vehicle operator, school transportation paraprofessional, or school transportation annual inspector works for more than one school district, charter school, service provider, or operator of an inspection site, each employer shall maintain a file with documentation in accordance with this rule.
- 4.03 Pursuant to 49 CFR, Part 382, Subpart G, school districts, charter schools, and service providers shall ensure that all employees required to possess a commercial driver's license (CDL) are enrolled in the Federal Motor Carrier Administration Drug and Alcohol Clearinghouse and in a US DOT- approved substance abuse testing program.
- 4.04 School districts, charter schools and service providers shall not permit a school transportation vehicle operator to transport students, while the operator's ability or alertness is so impaired, through fatigue, illness or any other cause, as to make it unsafe for the operator to transport students.
- 4.05 School districts, charter schools and service providers shall have written emergency procedures and/or contingency plans to be followed in the event of a traffic accident, vehicle breakdown, unexpected school closing, unforeseen route change, or relocation of a student stop in an emergency.
- 4.06 School districts, charter schools and service providers shall ensure that documentation outlining transportation related services and requirements, including required use of Child Safety Restraint Systems and medical and behavioral information as it relates to student transportation, is available to applicable school transportation vehicle operators and paraprofessionals prior to providing transportation services.
- 4.07 Pursuant to 49 CFR, Part 380, Subpart F, 380.601, effective February 7, 2022, school districts, charter schools, and service providers shall ensure that all entry level school transportation operators required to possess a commercial driver's license (CDL) receive pre-service training in compliance with the FMCSA theory and behind-the-wheel training curricula via an entity listed on the FMCSA training provider registry (TPR).

## **5.0 School Transportation Vehicle Operator Requirements**

- 5.01 School transportation vehicle operators driving any vehicle with the capacity of 16 or greater passengers (counting the driver) shall meet or exceed the following requirements:
- 5.01(a) The operator shall possess a valid commercial driver's license (CDL) with the proper class and endorsements for size and type of vehicle(s) to be driven and the associated Medical Examination Report required pursuant to the Federal Motor Carrier Safety Regulations, 49 CFR section 391.43.
- 5.01(b) The operator shall be a minimum of 18 years of age.

- 5.01(c) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.
  - 5.01(d) The operator shall be given and/or have access to the CDE School Bus/Multifunction Bus/Motor Coach Bus Operator Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
  - 5.01(e) The operator shall receive a minimum of six hours of in-service training annually. A portion of this annual in-service requirement may occur during the school year.
  - 5.01(f) The operator shall successfully pass a CDE School Bus/Multifunction Bus/Motor Coach Bus Operator written test for the current school year prior to transporting students and annually thereafter.
  - 5.01(g) The operator shall successfully pass a driving performance test including a pre-trip inspection prior to transporting students and annually thereafter. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test at their discretion.
  - 5.01(h) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.
  - 5.01(i) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.
  - 5.01(j) The operator shall receive training regarding the proper use and maintenance of Child Safety Restraint Systems (CSRS) and proper wheelchair securement when the operator is engaged in transportation involving these systems and devices, prior to transporting students.
  - 5.01(k) Effective February 7, 2022, entry level commercial operators shall have a copy of their training certificate, and training syllabus from a training provider listed on the FMCSA Training Provider Registry (TPR) placed in their qualification file, indicating that they have passed all required FMCSA pre-service training.
- 5.02 School transportation vehicle route operators (transporting students to and from school or from school to school) driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:

- 5.02(a) The operator shall possess a valid driver's license.
- 5.02(b) The operator shall be a minimum of 18 years of age.
- 5.02(c) The operator shall have a current physical examination (not to exceed two years) consistent with the requirements of the Federal Motor Carrier Safety Regulations, 49 CFR section 391.43.
- 5.02(d) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.
- 5.02(e) The operator shall be given and/or have access to the CDE Type A Multifunction Bus/ Small Vehicle Route Driver Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
- 5.02(f) The operator shall receive a minimum of six hours of in-service training annually. A portion of this annual in-service requirement may occur during the school year.
- 5.02(g) The operator shall successfully pass a CDE Type A Multifunction Bus/Small Vehicle Route Operator written test for the current school year prior to transporting students and annually thereafter.
- 5.02(h) The operator shall successfully pass a driving performance test including a pre-trip inspection prior to transporting students and annually thereafter. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools and service providers have the option to re-test at their discretion.
- 5.02(i) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.
- 5.02(j) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.
- 5.02(k) The operator shall receive training regarding the proper use and maintenance of Child Safety Restraint Systems (CSRS) and proper wheelchair securement, when the operator is engaged in transportation involving these systems and devices prior to transporting students.

- 5.03 School transportation vehicle operators, other than route operators, driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:
- 5.03(a) The operator shall possess a valid driver's license.
  - 5.03(b) The operator shall be a minimum of 18 years of age.
  - 5.03(c) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.
  - 5.03(d) The operator shall be given and/or have access to the CDE Type A Multifunction Bus/ Small Vehicle Operator Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
  - 5.03(e) The operator shall successfully pass a Type A CDE Multifunction Bus/Small Vehicle Operator written test for the current school year prior to transporting students and annually thereafter.
  - 5.03(f) The operator shall annually complete the CDE Multifunction/Small Vehicle Operators Medical Information Form (STU-17). Any yes annotations shall require a doctor's release.
  - 5.03(g) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S 42-4-1902, and student confidentiality requirements prior to transporting students.
  - 5.03(h) The operator shall be given and/or have access to first aid information, including cardiopulmonary resuscitation and universal precautions.
  - 5.03(i) The operator shall successfully pass a driving performance test including a pre-trip inspection prior to transporting students. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test in subsequent years at their discretion.
  - 5.03(j) Prior to driving a school transportation vehicle pursuant to 1 CCR 301-26-R-,13.11 operators shall receive training on towing a trailer.
- 5.04 A school transportation paraprofessional is a person assigned to assist a school transportation vehicle operator to control the behavior of students in the bus and/or ensure the safety of students getting on and off the school transportation vehicle.
- 5.04(a) The school transportation paraprofessional shall receive pre-service training for the type of duties they may be required to perform prior to assisting with transporting students.

- 5.05 School transportation vehicle operators and school transportation paraprofessionals are required to be able to perform all essential functions including emergency evacuations when transporting students as determined by the school district, charter school, or service provider job qualification standards.
- 5.05(a) The employing school district, charter school, or service provider has the authority to require at any time a medical evaluation of a school transportation vehicle operator or school transportation paraprofessional for any condition that could impair the employee's ability to operate a vehicle safely, assist student(s) as required by their position, and/or perform other required job duties, and may take appropriate action on the outcome of such evaluation.
- 5.05(b) School transportation vehicle operators and school transportation paraprofessionals that have medical conditions which result in temporary loss of performance abilities shall provide return-to-work documentation from their physician, and any other requirements per school district, charter school, or service provider policy to the employing school district/service provide prior to returning to their assigned duties.

## **6.0 School Transportation Entry Level Driver Instructor Requirements**

- 6.01 A CDE school transportation entry level driver instructor is a person qualified to teach either the theory and/or the behind-the-wheel curriculum, pursuant to 49 CFR, Part 380, Appendix B, C and D.
- 6.02 Pursuant to 49 CFR, Part 380.605, the CDE school transportation entry level theory instructor shall (1) possess a valid Colorado commercial driver's license with the Class B (or higher), School Bus, and Passenger endorsements; and (2) have two years of verifiable experience operating a school transportation vehicle requiring a commercial operator's license with the Class B (or higher), School Bus, and Passenger endorsement in the State of Colorado.
- 6.02(a) Exception: A theory instructor is not required to hold a CDL of the same (or higher) class, and with all endorsements necessary to operate the CMV for which training is to be provided, if the instructor previously held a CDL of the same (or higher) class and complies with the other requirements set forth in this section.
- 6.03 The CDE school transportation entry level driver theory instructor shall successfully complete the CDE entry level theory instructor program initially, and every three years thereafter pass the CDE School Transportation Entry Level Theory Instructor Recertification Written Test.
- 6.04 Pursuant to 49 CFR, Part 380.605, the CDE school transportation entry level behind the wheel instructor shall (1) possess a valid Colorado commercial driver's license with the Class B (or higher), School Bus, and Passenger endorsements; and (2) have two years of verifiable experience operating a school transportation vehicle requiring a commercial operator's license with the Class B (or higher), School Bus, and Passenger endorsement in the State of Colorado.
- 6.04(a) Exception: A behind the wheel instructor who provides training solely on a range which is not a public road is not required to hold a CDL of the same (or higher) class, and with all endorsements necessary to operate the CMV for which training is to be provided, as

long as the instructor previously held a CDL of the same (or higher) class, and with all endorsements necessary to operate the CMV for which training is to be provided and complies with the other requirements set forth in this section.

- 6.05 The CDE school transportation entry level driver behind the wheel instructor shall successfully complete the CDE entry level behind the wheel instructor program initially, and every three years thereafter pass the CDE School Transportation Entry Level Behind the Wheel Instructor Recertification Written Test.
- 6.06 If any of the above requirements become invalid, the school transportation entry level driver theory, and/or behind the wheel instructor certificate is invalid until the requirement(s) is made valid.
- 6.07 An entity on the Training Provider Registry shall submit the CDE Entry Level School Transportation Instructor Recertification Form (STU-11) to CDE, verifying that all applicable instructor requirements have been satisfied. CDE will then re-issue the applicable Instructor Certificate.
- 6.08 If a school transportation entry level driver instructor has an expired certificate, the certificate can be recertified as follows:
  - 6.08(a) If the certificate has been expired less than six months, then the applicable CDE School Transportation Entry Level Driver Instructor Recertification Written Test(s) is required.
  - 6.08(b) If the certificate has been expired between six and 12 months, then the applicable CDE School Transportation Entry Level Driver Instructor Program Written Test(s) is required.
  - 6.08(c) If the certificate has been expired for more than one year, then the instructor must retake and pass the applicable CDE school transportation entry level driver instructor program(s).

## **7.0 School Transportation Annual Inspector Requirements**

- 7.01 A school transportation annual inspector is a person qualified to perform annual inspections on a school transportation vehicle to confirm the vehicle complies with CDE regulations.
- 7.02 School transportation annual inspectors shall meet or exceed the following requirements:
  - 7.02(a) The school transportation annual inspector shall possess a valid driver's license with the proper class and endorsements for the size and type of vehicle(s) to be inspected.
  - 7.02(b) The school transportation annual inspector shall provide to the school district, charter school, or service provider a Brake Inspector Qualification Certificate meeting the requirements of the Federal Motor Carrier Safety Regulations, 49 CFR section 396.25.
  - 7.02(c) The school transportation annual inspector shall have at least two years verifiable experience in the maintenance of light, medium, or heavy-duty vehicles.

- 7.02(d) The school transportation annual inspector shall successfully pass the CDE initial hands-on performance test proctored by a certified school transportation annual inspector hands-on-tester.
- 7.02(e) The school transportation annual inspector shall successfully pass the CDE annual inspector qualification written test initially, and every three years thereafter pass the CDE annual inspector recertification written test.
  - 7.02(e)(1) A representative of the school district, charter school, or service provider, other than a school transportation annual inspector candidate, shall grade the written test.
- 7.03 A school district, charter school, service provider or operator of an inspection site may submit a CDE Application for CDE Annual Inspector Qualification or Recertification Form (STU-20) to CDE verifying that the above requirements have been satisfied. CDE will then issue an Annual Inspector Certificate.
- 7.04 If any of the above requirements become invalid, the annual inspector certificate is invalid until the requirement(s) is made valid.
- 7.05 If a school transportation annual inspector has an expired certificate, the certificate can be recertified as follows:
  - 7.05(a) If the certificate has been expired less than six months, then the CDE Annual Inspector Recertification Written Test is required.
  - 7.05(b) If the certificate has been expired between six and 12 months, then the CDE Annual Inspector Qualification Written Test is required.
  - 7.05(c) If the certificate has been expired for more than one year, then both the CDE Annual Inspector Qualification Written Test and the CDE hands-on performance test are required.
- 8.0 Annual Inspector Hands-On Tester**
- 8.01 A School transportation annual inspector hands-on tester is a person qualified to proctor hands-on tests to annual inspector candidates.
- 8.02 School transportation annual inspector hands-on testers shall meet or exceed the following requirements:
  - 8.02(a) The school transportation annual inspector hands-on tester shall have maintained a CDE Annual Inspector certificate for a minimum of two years.
  - 8.02(b) The school transportation annual inspector hands-on tester shall have satisfactorily completed a CDE school transportation annual inspector hands-on tester training.
  - 8.02 (c) The school transportation annual inspector hands-on testers shall have completed a

minimum of four hours verifiable medium/heavy brake system training in the last three years or have maintained an ASE School Bus or Medium/Heavy Duty Truck or Transit Bus Brake Certification.

8.02(d) The school transportation annual inspector hands-on tester candidate shall submit a CDE Application for Certification or Recertification of CDE Annual Inspector Hands-On Tester Form (STU-30) verifying that the above criteria have been satisfied. CDE will then issue an Annual Inspector Hands-On Tester Certificate.

8.02(e) The school transportation annual inspector hands-on tester shall conduct at least two hands-on tests every three years or attend a CDE school transportation annual inspector hands-on recertification training to recertify as a school transportation annual inspector hands-on tester.

8.03 If any of the above requirements become invalid, the hands-on tester certificate is invalid until the requirement(s) is made valid, by retaking the tester training class in rule 8.02(b).

## **9.0 Pre-trip/Post-trip Vehicle Inspections**

9.01 Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or other transportation employee authorized by the school district, charter school, or service provider. A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle.

9.02 The pre-trip and post-trip inspection requirements for school transportation vehicles, other than small vehicles, shall include at a minimum all items listed on the CDE School Transportation Vehicle (School Bus/Multifunction Bus/Motor Coach Bus) – Pre-Trip and Post Trip Requirements Form (STU-9).

9.03 The pre-trip and post-trip inspection requirements for school transportation small vehicles shall include at a minimum all items listed on the CDE School Transportation Vehicle (Small Vehicle) – Pre-Trip and Post Trip Requirements Form (STU-8).

9.04 School districts, charter schools, and service providers shall have a procedure in place to verify that students are not left on an unattended school transportation vehicle.

## **10.0 Inspection Site Certification**

10.01 A CDE Inspection Site Certificate is required at each facility/location where annual inspections for school transportation vehicles are performed.

10.02 The inspection site shall meet or exceed the following criteria to acquire and maintain an inspection site certificate:

10.02(a) The inspection site shall be large enough to accommodate the vehicle, equipment, and tools necessary to perform the inspection.

10.02(b) The inspection site shall have a floor surface or pad adequate to safely support the maximum weight of the largest vehicle to be inspected.

10.02(c) The inspection site shall have adequate lighting and ventilation.

10.02(d) The inspection site or inspector shall, at the time of inspection, have the equipment and tools necessary to properly complete the annual inspection.

10.02(e) The inspection site or inspector shall have tools designed and calibrated to take accurate readings of appropriate measurements, such as brakes and tires.

10.03 The operator of an inspection site shall submit a request for an inspection site certificate on the CDE Application for Inspecting Site Certification Form (STU-22) that the above criteria have been satisfied.

10.04 The operator of an inspection site shall post the CDE Inspection Site Certificate at the inspection site.

## **11.0 Annual Inspection**

11.01 School districts, charter schools and service providers shall ensure all school transportation vehicles and trailers pursuant to 1 CCR 301-26-R-13.11 have a CDE annual inspection conducted by a CDE certified annual inspector prior to transporting students and annually thereafter.

11.01(a) Recently purchased school transportation vehicles shall successfully pass a CDE annual inspection prior to transporting students, and then annually thereafter.

11.02 Annual inspection results shall be documented on the CDE Affidavit of Annual Inspection for School Transportation Vehicles Form (STU-25).

11.02(a) A copy of the current Affidavit must be maintained inside the vehicle and a copy must be placed in the vehicle file.

11.03 All annual inspection criteria of school transportation vehicles must meet or exceed manufacturer's specifications. The annual inspection shall be documented and shall include, at a minimum, all fields listed on the CDE Annual Inspection and Preventive Maintenance Requirements Form (STU-26).

11.04 All annual inspection criteria of trailers must meet or exceed manufacturer's specifications, and shall include, at a minimum, all fields listed on the CDE Trailer Annual Inspection and Preventive Maintenance Requirements Form (STU-27).

11.05 During the annual inspection, all four wheels shall be pulled for full inspection of the foundation brake system. The three exceptions are:

11.05(a) School transportation vehicles with less than 4,000 miles since the previous annual inspection shall have two wheels (one front and one rear) pulled

different than those pulled for the previous inspection.

11.05(b) School transportation vehicles equipped with a retarder meeting the specifications outlined in 1 CCR 301-25-R-33.00, shall have two wheels (one front and one rear) pulled which are different than those pulled for the previous inspection.

11.05(c) Trailers, pursuant to 1 CCR 301-26-13.11, shall have 50 percent of the wheels pulled different than those pulled for the previous inspection.

## **12.0 Maintenance and Repair**

12.01 School districts, charter schools and service providers must ensure all school transportation vehicles are systematically inspected, maintained and repaired to ensure that school transportation vehicles are in safe and proper operating condition.

12.02 School districts, charter schools and service providers shall have a system to document preventative maintenance, reported defects and repairs made to school transportation vehicles.

12.03 School districts, charter schools and service providers shall maintain separate files for each school transportation vehicle with documentation of all annual inspections, all preventative maintenance and all reported damage, defects or deficiencies and the corresponding repair and maintenance performed.

12.04 Any identified damage, defect or deficiency of a school transportation vehicle must be reported to the school district, charter schools or service provider, if it:

12.04(a) Could affect the safety of operation of the school transportation vehicle;

12.04(b) Could result in a mechanical breakdown of the school transportation vehicle;

12.04(c) Results in noncompliance with Colorado Minimum Standards Governing School Transportation Vehicles (1 CCR 301-25) and/or manufacturer's specifications.

12.05 Documentation for reported defects must include all the following:

12.05(a) The name of the school district, charter school or service provider;

12.05(b) Date and time the report was submitted;

12.05(c) All damage, defects or deficiencies of the school transportation vehicle; and

12.05(d) The name of the individual who prepared the report.

12.06 Following a reported damage, defect, or deficiency of a school transportation vehicle, school districts, charter schools and service providers or a representative agent must repair the reported damage, defects or deficiencies, or document that no repair is necessary, ensuring that the vehicle is in safe and proper operating condition prior to transporting students.

- 12.07 School districts, charter schools and service providers shall not transport students in a school transportation vehicle which is not in safe and proper operating condition. A school transportation vehicle shall be designated as “out-of-service” by a school district, charter schools or service provider, a school transportation annual inspector or the CDE School Transportation Unit.
- 12.07(a) Any school transportation vehicle discovered to be in an unsafe condition while being operated on the highway, roadway, or private road may be continued in operation only to the nearest place where repairs can safely be affected. Such operation shall be conducted only if it is less hazardous to the public than to permit the vehicle to remain on the highway, roadway, or private road.
- 12.08 Following a school transportation vehicle being placed “out-of-service”, a school district, charter school, service provider or a representative agent must make required repairs, ensuring that the vehicle is in safe and proper operating condition prior to transporting students. In the event of being placed “out-of-service” during an annual inspection, the school transportation vehicle must successfully pass a CDE annual inspection prior to transporting students.
- 12.09 The preventative maintenance inspection on air drum brake systems shall include, at a minimum, that the brake rod travel has been measured and documented. The applied pressure method shall be used.
- 12.09(a) The inspection-interval shall not exceed 4,000 miles for buses equipped with a manual slack adjuster air brake system.
- 12.09(b) The inspection-interval shall not exceed 6,000 miles for buses equipped with an automatic slack adjuster air brake system.
- 12.10 The preventive maintenance inspection interval on air disc brake systems shall not exceed 6,000 miles and shall include, at a minimum; inspection and documentation of:
- 12.10(a) The pad thickness by checking the mechanical wear indicators.
- 12.10(b) The visible part of the rotors for cracks, excessive wear, damage, etc.
- 12.10(c) The running clearance. If the caliper has no movement or appears to move greater than the distances indicated by the manufacturer, then a full wheel removal inspection will be necessary.
- 12.11 The preventive maintenance inspection interval for hydraulic brake systems shall not exceed 6,000 miles and shall include, at a minimum, inspection and documentation of:
- 12.11(a) Proper parking brake operation;
- 12.11(b) Proper brake fluid level and clarity;
- 12.11(c) Adequate pedal reserve;

12.11(d) Proper hydraulic/vacuum assist operation; and

12.11(e) Visual inspection for brake fluid leakage.

12.12 If brake adjustment or repair is needed, the work shall be completed by or supervised by a DOT or equivalent qualified brake inspector meeting the requirements of the Federal Motor Carrier Safety Regulations, 49 CFR section 396.25.

### **13.0 Operation of a School Transportation Vehicle**

13.01 A school transportation vehicle shall not be operated in a manner which is unsafe, or likely to cause an accident, or likely to damage the vehicle.

13.02 A school transportation vehicle shall not be placed in motion on a roadway, highway or private road with the passenger entry door/service door open.

13.03 A school transportation vehicle's headlights or daytime running headlights shall be activated while the vehicle is in operation.

13.04 A school transportation vehicle shall not be fueled while students are on board, except in instances when unloading the students would present a greater hazard or peril to their safety.

13.05 Use of tobacco products as defined in Section 18-13-121(5), C.R.S., use or possession of illegal controlled substances, use or possession of alcohol and use or possession of marijuana or cannabinoid product, except as otherwise allowed by law, aboard any school transportation vehicle shall be prohibited at all times.

13.06 A school transportation vehicle operator shall not consume food unless the vehicle is stopped at a safe location with the park/emergency brake set.

13.07 When a school transportation vehicle is equipped with a roof mounted strobe lamp, the use of the strobe lamp is permitted only when the vehicle presents a hazard to other motorists, such as loading or unloading students in inclement weather or to enhance visibility of the vehicle when barriers inhibit such visibility.

13.08 A school transportation vehicle operator may use the strobe, in addition to the four-way hazard lamps, to warn other motorists that the vehicle is not in motion or is being operated at a speed of twenty-five miles per hour or less.

13.09 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, highway or private property, the horn or audible warning device shall be sounded and four-way hazard lamps actuated or there shall be a person outside the vehicle giving direction.

13.09(a) Backing a school transportation vehicle when students are outside of the vehicle at a student stop is prohibited.

13.10 A Type A, B, C, and D School Bus, Multifunction Bus and Motor Coach Bus shall not be operated with a trailer or other vehicle attached while students are being transported.

13.11 School transportation small vehicles, with the capacity of 15 or fewer passengers (counting the driver), may tow trailers while students are being transported to the extent that trailering is a necessary component of a school district or charter school sponsored program.

#### **14.0 Authorized Passengers**

14.01 Only school district, charter school, or service provider personnel; students enrolled in a school district or charter school; law enforcement officials; or individuals that have received prior authorization from the school district, charter schools or service provider may be passengers on any school transportation vehicle.

14.02 The number of passengers transported on any school transportation vehicle shall not exceed the maximum seating capacity of the vehicle. Small vehicle capacity shall not exceed the number of safety belts as designed by the vehicle manufacturer.

14.03 Passengers shall not be permitted to stand in any school transportation vehicle while the vehicle is in motion. This does not preclude authorized persons (such as school transportation paraprofessionals) from completing their duties as required.

14.04 School districts, charter schools, and service providers shall consider the size of the passengers when determining the number of passengers that can safely occupy a school transportation vehicle seat.

#### **15.0 Safety Restraints**

15.01 A school transportation vehicle operator shall have the safety belt fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.

15.02 All passengers in a school transportation vehicle under 10,000 lbs. GVWR shall have their safety belts fastened, worn correctly and properly adjusted prior to the school transportation vehicle being placed in motion.

#### **16.0 Transportation of Miscellaneous Items**

16.01 A school transportation vehicle operator shall ensure that all carry-on items are properly handled in order to minimize the danger to all others.

16.02 All baggage, articles, equipment or medical supplies (except those held by individual passengers) shall be secured in a manner which assures unrestricted access to all exits by occupants, does not restrict the driver's ability to operate the bus and protects all occupants against injury resulting from falling or displacement of any baggage, article, or equipment. Oxygen cylinders meet this standard if they are both medically necessary and secured to a wheelchair, shall be considered to be in compliance with this subsection, provided they do not impede access to any exit. School districts, charter schools, and service providers shall use reasonable care in determining the number of cylinders that may be safely transported at one

time.

16.03 All chemicals and cleaning supplies carried on a school transportation vehicle must meet the following precautions:

16.03(a) Container is non-breakable;

16.03(b) Container is labeled with contents;

16.03(c) Pressurized aerosols are prohibited;

16.03(d) Container is secured in a bracket, or in a closed compartment in the driver's area or a compartment on the exterior of the bus; and

16.03(e) Containers and quantities of products are no more than 32 ounces in size.

16.04 Interior-decorations shall not be located within the driver's area (including the space in front of the front barriers, the step-well, dash, walls and ceiling, the windshield, the entry door, the driver's side window, and all windows in front of the front barrier), the first two passenger windows on both sides of the vehicle or all windows on the rear of the vehicle. Other decorations within the passenger compartment shall not;

16.04(a) Cover any required lettering;

16.04(b) Impede the aisle or any emergency exit;

16.04(c) Hang from the walls and/or ceiling.

## **17.0 Maximum Driving Time for School Transportation Vehicle Operators**

17.01 School transportation vehicle operators, including small vehicle operators, shall not drive (nor shall the school districts, charter schools, or service providers permit or require operators to drive):

17.01(a) In excess of 10 hours or after being on-duty 14 hours until completing 10 hours off-duty. This would include on-duty time for all employers. Ten hours off-duty may be consecutive or accumulated in two or more periods of off-duty time with one period having a minimum of six consecutive hours off-duty.

17.01(b) After being on-duty for more than 70 hours in any seven consecutive days.

17.01(c) In case of emergency, an operator may complete the trip without being in violation if such trip reasonably could have been completed absent the emergency.

17.02 In lieu of section 17.00 of these rules, a school district, charter school, or service provider may comply with the Federal Motor Carrier Safety Regulations, 49 CFR section 395.

17.03 Definitions:

- 17.03(a) Day - Means any 24-consecutive hour period beginning at the time designated by the school district, charter school, or service provider.
- 17.03(b) On-duty time - Includes all time worked for all employers, including all driving and non-driving duties.
- 17.03(c) Off-duty time - School transportation vehicle operators may consider waiting time (whether compensated time or not) at special events, meal stops, and school related events as off-duty if the following criteria are met:
  - 17.03(c)(1) The operator shall be relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and students, and
  - 17.03(c)(2) The operator shall be at liberty to pursue activities of his/her choice, including leaving the premises on which the bus is located.

17.04 All school transportation vehicle operators shall document that they are in compliance with this section, hours of service.

- 17.04(a) An operator's daily log, or equivalent, shall be completed for the trip in the operator's own handwriting when the trip requires a scheduled or unscheduled overnight stay away from the work reporting location.

**18.0 Route Planning – Student Loading and Discharge**

18.01 School transportation small vehicles, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and School Buses (Types A, B, C, and D) may be used to transport students to and from school. Multifunction Buses Type B, C, D, and Motor Coach Buses shall not be used to transport students to and from school.

18.02 The location of student stops shall consider factors including:

- 18.02(a) Ages of the students;
- 18.02(b) Visibility;
- 18.02(c) Lateral clearance;
- 18.02(d) Student access; and
- 18.02(e) Control of other motorists.

- 18.02(e)(1) Student stops for Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles should be located off of the roadway whenever possible.

- 18.03 School transportation vehicle operators shall stop at least 10 feet away from students at each designated stop. The school transportation vehicle operator shall apply the parking brake and shift the vehicle into neutral or park prior to opening the service door of a bus or the passenger door(s) of a small vehicle.
- 18.04 The school transportation vehicle operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers - allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right - so that students may clear the vehicle safely while in sight of the operator.
- 18.04(a) Exception: The school transportation vehicle operator may block the lane of traffic when passengers being received or discharged are required to cross the roadway.
- 18.05 Student stops shall not be located on the side of any major thoroughfare whenever access to the destination of the passenger is possible by a road or street which is adjacent to the major thoroughfare.
- 18.06 School districts, charter schools and service providers shall ensure that if students are required to cross a roadway, highway or private road on which a student stop is being performed, they are prohibited from crossing a roadway, highway or private road constructed or designed to permit three or more separate lanes of vehicular traffic in either direction or with a median separating multiple lanes of traffic.
- 18.07 Four-way hazard lamps shall be used on private property such as parking lots.
- 18.08 Alternating flashing red warning signal lamps shall not be activated within 200 feet of an intersection if the intersection is controlled by a traffic control signal.
- 18.09 Routes shall be planned as to:
- 18.09(a) Eliminate, when practical, railroad crossings; and
- 18.09(b) Have stops be a minimum of 200 feet apart (since alternating flashing amber warning signal lamps must be activated a minimum of 200 feet in advance of the stop on the roadway on which the bus stop will be performed).
- 18.09(b)(1) Exception: In areas where wildlife may create a high risk of threat to students' safety while they are waiting and/or walking to a student stop, designated stops may be less than 200 feet apart upon detailed written approval by the school district board of education or governing body of a charter school (or the board's designee). A copy of the written approval shall be kept in the school transportation office and route operators shall be given written notice of the exception and have it indicated on route sheets.
- 18.10 In determining the length of routes, school districts, charter schools and service providers must make an effort to minimize student ride times while considering student educational needs, geographic boundaries, terrain, traffic congestion, and financial resources within the district. A

local board of education, or the governing body of a charter school, may establish a maximum student ride time.

- 18.11 Pursuant to Section 42-4-1903(2), C.R.S., school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus (1) when the student stop is at a location where the local traffic regulatory authority has by prior written designation declared such actuation unnecessary and (2) when discharging or loading passengers who require the assistance of a lift device and no passenger is required to cross the roadway. Further, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles do not have the functionality to control traffic. In these instances, the school transportation vehicle operator shall stop as far to the right off the roadway as possible to reduce obstruction to traffic, activate the four-way hazard warning lamps a minimum of 200 feet prior to the student stop, continue to display the four-way hazard warning lamps until the process of discharging or loading passengers has been completed, and deactivate the four-way hazard lamps before resuming motion. Students are prohibited from crossing any lanes of traffic to access the student stop or after disembarking.
- 18.12 School transportation vehicle operators shall not relocate a student stop without approval of the school district, charter school, or service provider.
- 18.13 Pursuant to 42-4-707 C.R.S., School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping and crossing railroad tracks:
- 18.13(a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing;
  - 18.13(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail;
  - 18.13(c) When stopped, the bus shall be as far to the right of the roadway as possible and shall not form two lanes of traffic unless the highway is marked for four or more lanes of traffic; and
  - 18.13(d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise making equipment (fans, heater, radio, etc.)
- 18.14 After quietness aboard the stopped bus has been achieved, bus operators shall open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.
- 18.14(a) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.
  - 18.14(b) When two or more tracks are to be crossed, the bus operator shall not stop a second

time unless the bus is completely clear of the first crossing, with at least 15 feet clearance in front and at least 15 feet clearance to the rear.

18.14(c) Before crossing the tracks, the bus operator shall verify that there is enough space after the tracks for the bus plus 15 feet if it is necessary to stop after crossing the tracks.

18.15 School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses are not required to stop at crossings controlled only by a red, amber, green traffic control signal when it is in the green position, or when the crossing is controlled by a police officer or human flag person, or when the crossing is marked with an official "exempt" sign placed on the railroad crossing light post or cross bucks post.

## **19.0 Emergency Evacuation Drills**

19.01 Emergency evacuation drills shall be conducted with students by all school transportation vehicle operators and school transportation paraprofessionals at least twice during each school year.

19.01(a) One drill shall be conducted in the fall and the second drill conducted in the spring.

19.01(b) Substitute and Multifunction operators of 16 or greater vehicle capacity (counting the driver) shall be trained how to conduct the emergency evacuation drills.

19.02 Students on school related events shall receive emergency evacuation instruction prior to departure.

19.03 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.

## **20.0 Incorporation by Reference**

The foregoing rules incorporate by reference several sections and appendices from the Federal Motor Carrier Safety Regulations, 49 CFR, Parts 380, 382, 391, 395, and 396 (as codified as of April 19, 2021). The foregoing rules do not incorporate by reference any later amendment or editions to the Federal Motor Carrier Safety Regulations.

The Federal Motor Carrier Safety Regulations are available at <https://www.ecfr.gov/>. They are also available for public inspection during regular business hours from the Colorado Department of Education, 201 E. Colfax Ave., Denver, Colorado 80203.



## 1 CCR 301.26 License and Training Matrix 2022-2023

Classification	ROUTE	ROUTE	ROUTE	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ANNUAL	ANNUAL
	District/Charter Private Company Owned	District/Charter Private Company Owned	District/Charter Private Company Owned - Type A Small Vehicle	District/Charter Owned Multifunction	District/Charter Owned Motor Coach	District/Charter Owned Multifunction	District/Charter Owned Multifunction Type A	District/Charter Owned Small Vehicle (Sub/Van Etc.)	Privately Owned Bus	Privately Owned Multifunction Type A	Privately Owned Small Vehicle (Parent/Uber/Lyft Taxi, etc.)	District/Charter Owned Technicians/Annual Inspectors	District/Charter Owned Technicians/Annual Inspectors
Type of Vehicle Including driver	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	16 or more passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	16 or more passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 10,001	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.
Required License	CDL	CDL	Valid Operator	CDL	CDL	CDL	Valid Operator	Valid Operator	CDL	Valid Operator	Valid Operator	CDL	Valid Operator
Required CDL Class	B	C	N/A	B	B	C	N/A	N/A	Bus	N/A	N/A	B	N/A
Required Endorsements	"P" Passenger "S" School Bus "M" Restriction	"P" Passenger "S" School Bus "M" Restriction	N/A	"P" Passenger "S" School Bus "M" Restriction	"P" Passenger "S" School Bus "M" Restriction	"P" Passenger "S" School Bus "M" Restriction	N/A	N/A	"P" Passenger "S" School Bus "M" Restriction	N/A	N/A	"P" Passenger "M" Restriction	N/A
FMCSA D & A Clearinghouse	Yes	Yes	N/A	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	Yes	N/A
Pre-Employment D & A Testing	Yes	Yes	District/Charter Policy	Yes	Yes	Yes	District/Charter Policy	District/Charter Policy	Yes	District/Charter Policy	District/Charter Policy	Yes	District/Charter Policy
FMCSA Random Drug Testing	Yes	Yes	N/A	Yes	Yes	Yes	N/A	N/A	Yes	N/A	N/A	Yes	N/A
FMCSA Required D & A Substance Abuse Training	Yes	Yes	District/Charter Policy	Yes	Yes	Yes	District/Charter Policy	District/Charter Policy	Yes	District/Charter Policy	District/Charter Policy	Yes	District/Charter Policy
Required Medical Exam	USDOT DOT Physical	USDOT DOT Physical	USDOT DOT Physical	USDOT DOT Physical	USDOT DOT Physical	USDOT DOT Physical	CDE STU-17	CDE STU-17	USDOT DOT Physical	District/Charter/Company Policy	District/Charter/Company Policy	USDOT DOT Physical	District/Charter/Company Policy
Required MVR Pre-Employment & Annually	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District/Charter/Company Policy	District/Charter/Company Policy	District/Charter/Company Policy	District/Charter Policy	District/Charter Policy
Required Mountain and Adverse Weather Training	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District/Charter/Company Policy	District/Charter/Company Policy	District/Charter/Company Policy	District/Charter Policy	District/Charter Policy
Required Confidentiality Training	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District/Charter/Company Policy	District/Charter/Company Policy	District/Charter/Company Policy	District/Charter Policy	District/Charter Policy



Classification	ROUTE	ROUTE	ROUTE	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ANNUAL INSPECTOR	ANNUAL INSPECTOR
	District/Charter Private Company Owned	District/Charter Private Company Owned	District/Charter Private Company Owned - Type A Small Vehicle	District/Charter Owned Multifunction	District/Charter Owned Motor Coach	District/Charter Owned Multifunction	District/Charter Owned Multifunction Type A	District/Charter Owned Small Vehicle (Sub/Van Etc.)	Privately Owned Bus	Privately Owned Multifunction Type A	Privately Owned Small Vehicle (Parent/Uber/Lyft Taxi, etc.)	District/Charter Owned Technicians/ Annual Inspectors	District/Charter Owned Technicians/ Annual Inspectors
Type of Vehicle Including driver	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	16 or more passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	16 or more passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 10,001	16 or more passenger GVWR <u>greater</u> than 26,001 lbs.	15 or less passenger GVWR <u>less</u> than 26,001 lbs.
Required CDE Guide Certificate of Receipt	Yes School Bus/MF/ Motor Coach Only Once	Yes Type A/MF/ Small Vehicle/ Route/Activity Only Once	Yes Type A/MF/ Small Vehicle/ Route/Activity Only Once	Yes School Bus/MF/ Motor Coach Only Once	Yes School Bus/MF/ Motor Coach Only Once	Yes Type A/MF/ Small Vehicle/ Route/Activity Only Once	Yes Type A/MF/ Small Vehicle/ Route/Activity Only Once	Yes Type A/MF/ Small Vehicle/ Route/Activity Only Once	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required CDE Written Exam	Yes School Bus/MF/ Motor Coach Test	Yes Type A/MF/ Small Vehicle/ Route/Activity Test	Yes Type A/MF/ Small Vehicle/ Route/Activity Test	Yes School Bus/MF/ Motor Coach Test	Yes School Bus/MF/ Motor Coach Test	Yes Type A/MF/ Small Vehicle/ Route/Activity Test	Yes Type A/MF/ Small Vehicle/ Route/Activity Test	Yes Type A/MF/ Small Vehicle/ Route/Activity Test	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required First Aid/CPR Training	Yes	Yes	Yes	Yes	Yes	Yes	Must be given information	Must be given information	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required Driver Performance Evaluation & Pre-Trip	Yes, Prior to Transporting Students & Annually	Yes, Prior to Transporting Students & Annually	Yes, Prior to Transporting Students & Annually	Yes, Prior to Transporting Students & Annually	Yes, Prior to Transporting Students & Annually	Yes, Prior to Transporting Students & Annually	Yes, Only Once Prior to Transporting Students	Yes, Only Once Prior to Transporting Students	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required Job Description	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	Yes	Yes
Required Pre-Service Training Documentation Trained <b>prior</b> to 2/7/2022	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	Yes, Per 301.26 Section 7.02	Yes, Per 301.26 Section 7.02
Required Pre-Service Training Documentation Trained <b>after</b> 2/7/2022	Yes ELDT Certificates ELDT Syllabus's	Yes ELDT Certificates ELDT Syllabus's	Yes	Yes ELDT Certificates ELDT Syllabus's	Yes ELDT Certificates ELDT Syllabus's	Yes ELDT Certificates ELDT Syllabus's	Yes	Yes	Yes ELDT Certificates	Yes	Yes	Yes ELDT Certificates ELDT Syllabus's	Yes
Required Child Safety Restraint System Training Documentation	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required Hours of In-service Annually	Yes	Yes	Yes	Yes	Yes	Yes	District/Charter Policy	District/Charter Policy	Yes	District/Charter Policy	District/Charter Policy	District/Charter Policy	District/Charter Policy

