

# Driver Qualification Files for Route Operators

## 1 CCR 301-26, 4204-R-200.00

### **4202-R-202.00 School Transportation Vehicle Operator Classification**

202.01 Route Operators regularly transport student's home to school, school to school and school to home. Route Operators shall meet or exceed the following requirements before transporting students.

202.01 (a) Possess a valid operator's license appropriate for size and type of vehicle.

202.01 (b) Be a minimum of 21 years of age.

202.01 (c) Annual motor vehicle record check (refer to 207.02)

202.01 (d) Pre-service training for type of vehicle (refer to 207.04)

202.01 (e) Six hours of annual in-service training (refer to 207.05).

Part of this requirement shall be given during the school year

202.01 (f) CDE appropriate annual written test (refer to 207.06 (a and b)).

202.01 (g) Driving performance test conducted every school year (refer to 207.07)

202.01 (h) Current first aid certificate (refer to 207.01)

202.01 (i) Current U.S. Department of Transportation (DOT) physical not to exceed two years (refer to 205.01)

202.01 (j) Shall meet qualification standards and insurance coverage as adopted by the local board of education/service provider.

202.01 (k) Documentation of route requirements shall be maintained by the district/service provider in a driver qualification files for each operator.

202.01 (l) Training topics, date and duration shall be documented.

### **4202-R-207.00 Operator Requirements**

207.01 The route operator shall possess a current CDE approved first aid certificate within 90 calendar days after initial employment.

207.02 Prior to operating a school transportation vehicle, and annually thereafter, a copy of the motor vehicle record shall be approved, meeting the requirements of the local board of education/service provider/insurance carrier and placed in the driver qualification file.

---

---

207.03 The route operator shall be provided with a pre-service training program including training in student confidentiality and the CDE written tests concerning driving on mountainous terrain and in adverse weather conditions. The local board of education/service provider shall determine additional content.

207.03 (a) This shall be documented with topics, date, and duration.

---

207.05 Annually the route operator shall receive a minimum of six hours of in-service safety training. A portion of this annual in-service requirement shall occur during the school year.

207.05 (a) This shall be documented with topics, date, and duration.

207.06 The Operator shall pass the following appropriate written tests.

207.06 (a) Current CDE school bus written test during the pre-service training and annually thereafter for school bus operators.

207.06 (b) Current CDE small vehicle written test during the pre-service training and annually thereafter for small vehicle route or activity trip operator level.

207.06 (c) Route operators shall pass the mountain driving written test as part of the pre-service training program.

207.06 (d) Route operators shall pass the adverse weather conditions written test as part of the pre-service training program.

\*\*\*\* See 207.08\*\*\*\*

207.07 The driving performance test shall be part of the pre-service training and given every school year thereafter for route operators. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant plans to operate, and shall include a vehicle inspection evaluation similar to a pre-trip inspection.

207.07 (a) Documentation shall be maintained in the driver qualification file that the Driving performance test was conducted. Areas for improvement shall be identified.

207.08 All training required by section 207.00 shall be documented by the district/service provider

---

**During the Supervisor Administrative Review Transportation Analysts will be reviewing individual driver qualification files for the following content:**

Copy of Current Commercial Driver's License

Annual Motor Vehicle Record- initialed to indicate it has been reviewed

Pre-Service Training- including dates, topics and duration

Annual In-Service Training- including dates, topics and duration

Written Tests – Current CDE Annual Test

Adverse Weather

Mountain Driving

Annual Driving Performance Test

Current Medical Examination Certificate

Copy of current First Aid Certification

---