Welcome to School Transportation

SCHOOL TRANSPORTATION UNIT

201 East Colfax Avenue, Denver, CO 80203

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

COLORADO
Department of Education
School Finance and Operations Division

INTRODUCTION

The Colorado Department of Education (CDE) School Transportation Unit issued these guidelines to assist individuals who are new to the School Transportation world understand the state and federal regulations and requirements for the safe transportation of students. These guidelines provide interpretations, suggestions, options, industry standards, best practices, and ideas that are consistent with the Colorado Minimum Standards Governing School Transportation Vehicles, 1 CCR 301-25; the Colorado Rules for the Operation, Maintenance, and Inspection of School Transportation Vehicles 1 CCR 301-26, which promote safe transportation integrity in school transportation departments. It is hoped that this publication will serve as a resource to assist transportation providers as they work toward compliance with legislation and regulations.

ACKNOWLEDGMENTS

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I GOT THE JOB – NOW WHAT?

Congratulations on your new position! The world of school transportation can be vast and daunting, but incredibly rewarding. The information in this resource guide covers what you need to get started on your new journey, but there is definitely more information out there for you to discover.

We will cover driver qualification files, vehicle files, what is required information/documentation, where to find important information, and more. For now, we will begin with a website that will become your newest best friend - the CDE School Transportation Unit website.

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NAVIGATING THE CDE SCHOOL TRANSPORTATION UNIT WEBSITE

This is one of the resources that you will need to be most familiar with. Here is where CDE places all the forms, guides, and other daily operation information to assist you.

https://cde.state.co.us/transportation

Now that you have access to the website, let us dive in a little further.

School Transportation Home Page

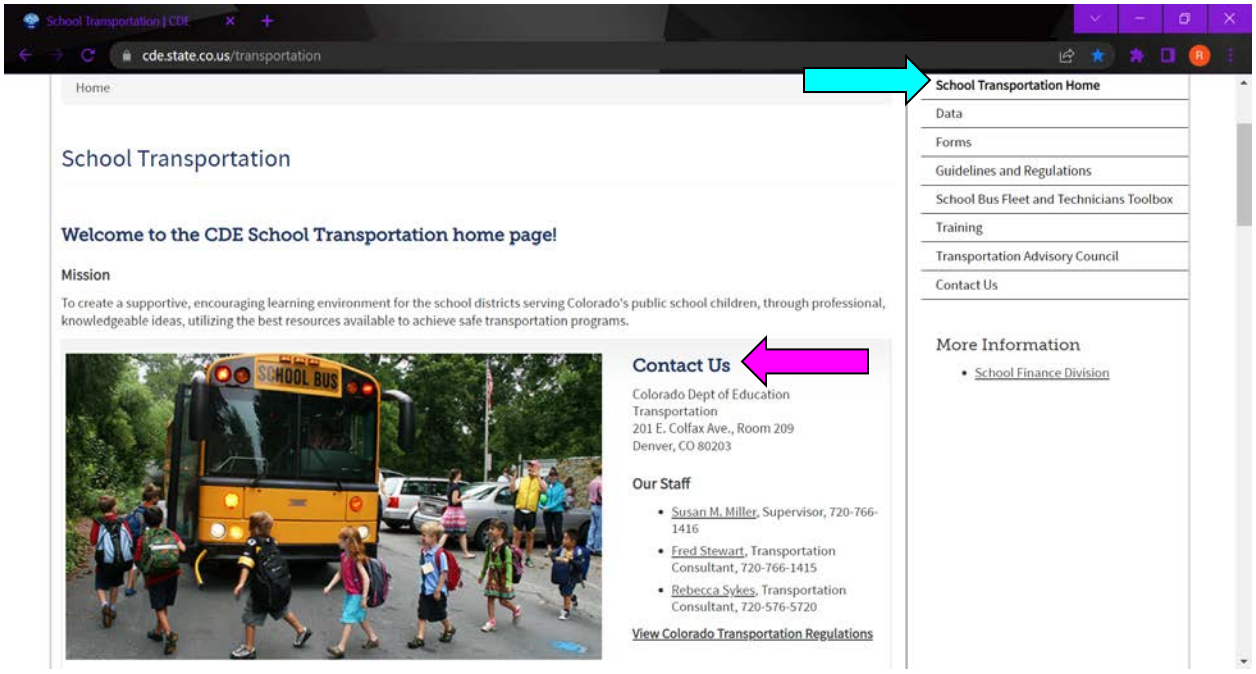

IMAGE 1: CDE SCHOOL TRANSPORTATION HOME PAGE

This is the CDE School Transportation home page. The points to notice on this section are the Contact Us information for the School Transportation Unit staff and then the right-side bar with additional pages to explore. We will get into those later. Upon scrolling down on the home page, you will see the following sections.

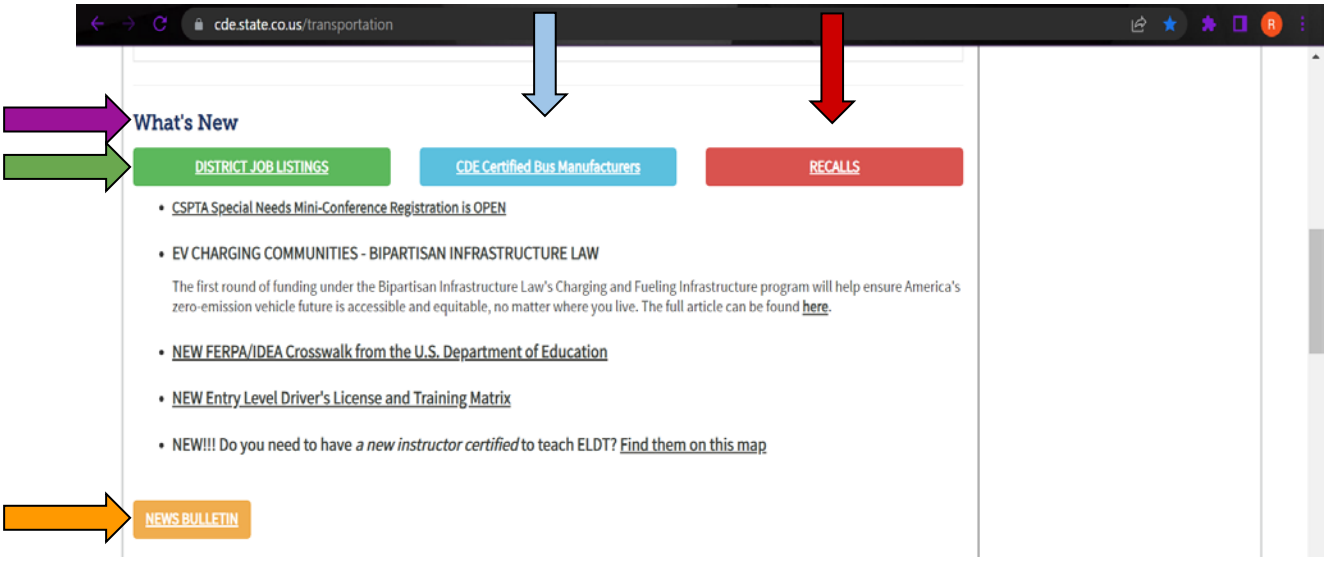

IMAGE 2: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.

The What's New area gives highlights of current or important notices that pertain directly to school transportation. The District Job Listings are the listings of available transportation jobs in school districts and charters across the State. The CDE Certified Bus Manufacturers provides a list of the current manufacturers and models that are certified to be used in the State of Colorado to transport students. The Recalls area shows the current recalls for school transportation items. The News Bulletin houses articles that are current, but have been shown on the website for more than three months.

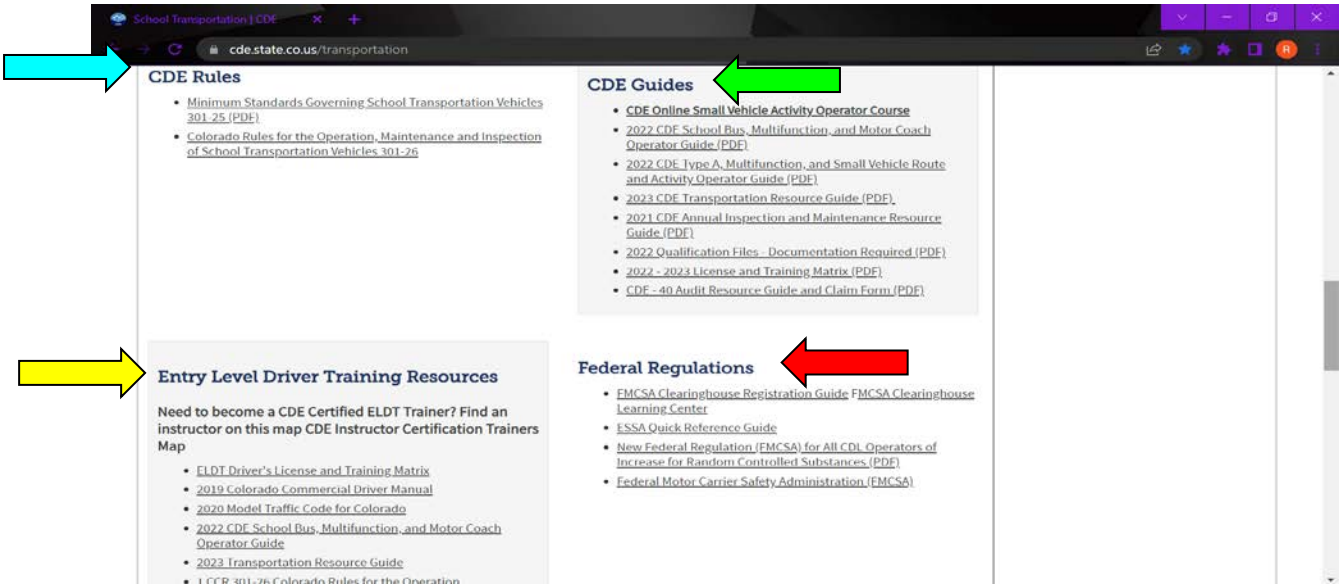

IMAGE 3: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.

The CDE Rules section is where you can find direct links to 1 CCR 301-26 The Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles and

1 CCR 301-25 The Minimum Standards Governing School Transportation Vehicles that are documents that establish requirements for each school transportation department to follow.

The CDE Guides section holds all the school bus driver, small capacity vehicle driver, annual inspector, and resource guides. Your drivers must have access to the school bus driver and/or small capacity vehicle driver guides with a Certificate of Receipt signed and put into their driver qualification files.

The Entry Level Driver Training Resources area is your one-stop location to find information on who can train the Entry Level Driver Training (ELDT) in your area, and other areas of the State, as well as guides to help you and your staff prepare for their training if the program is required for your drivers (New CDL applicants). More on this in a later section.

Federal Regulations will have updates and essential information from the Federal Motor Carrier Safety Administration (FMCSA), National Highway Transportation Safety Administration (NHTSA), Federal Motor Vehicle Safety Standards (FMVSS) and the US Department of Education.

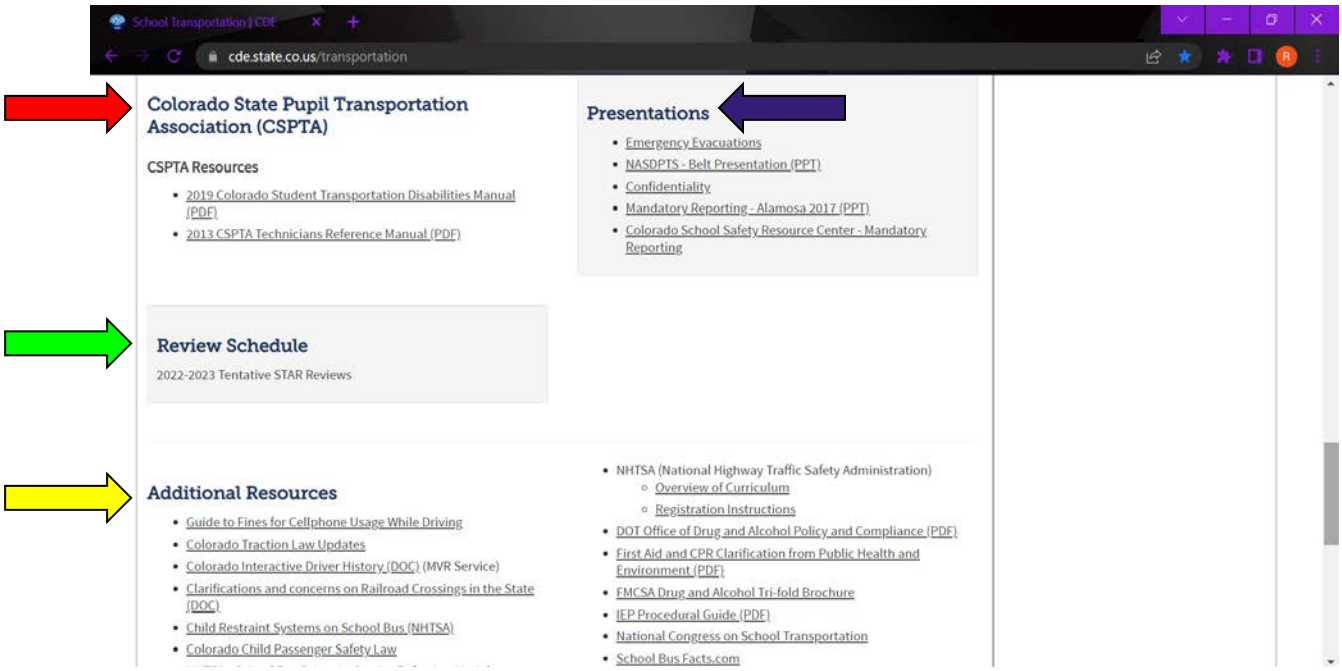

IMAGE 4: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.

The Colorado State Pupil Transportation Association (CSPTA) is one of the state organizations that improves, promotes and maintains the highest level of safe and efficient transportation for the pupils of the public and private schools in Colorado. The CSPTA also has several committees and offers multiple trainings throughout the school year. On the CDE Website, the CSPTA section offers information on upcoming training opportunities and reference manuals that have been released by the association.

The Presentations section provides links to past presentations provided by the CDE Transportation Unit, NASDPTS, and other industry leaders. These presentations are available for your use at any time.

The Review Schedule indicates the schedule in which the CDE Transportation Unit will be in your district/charter to conduct a School Transportation Advisory Review (STAR). This is a term/acronym that will be used quite frequently and you will need to be familiar with. There is more on this later.

The Additional Resources area is where you will find resources that are from organizations other than CDE.

It is a good idea to bookmark this webpage in your internet browser, as you will be checking in on things listed here rather frequently.

Moving on to the sidebar - the first section is the School Transportation Data Page.

School Transportation Data Page

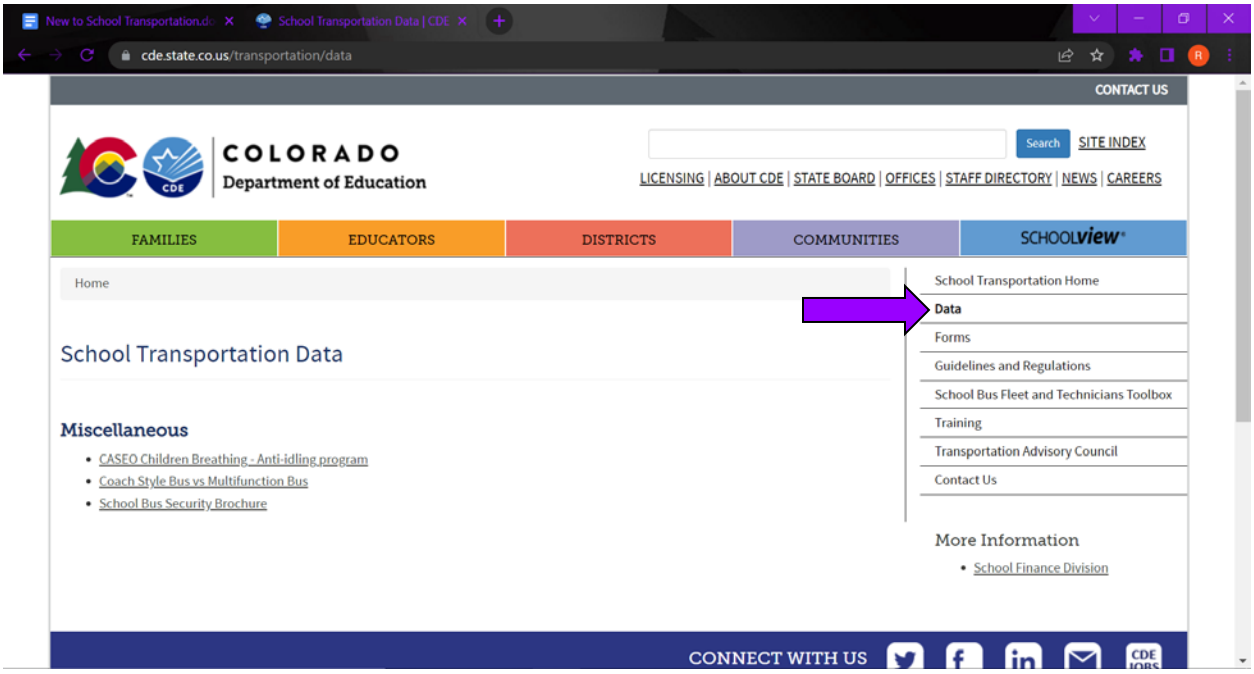

IMAGE 5: CDE SCHOOL TRANSPORTATION DATA PAGE

This page will show additional information and resources for school transportation personnel, while this page may not change often it does contain helpful resources to keep.

School Transportation Forms Page

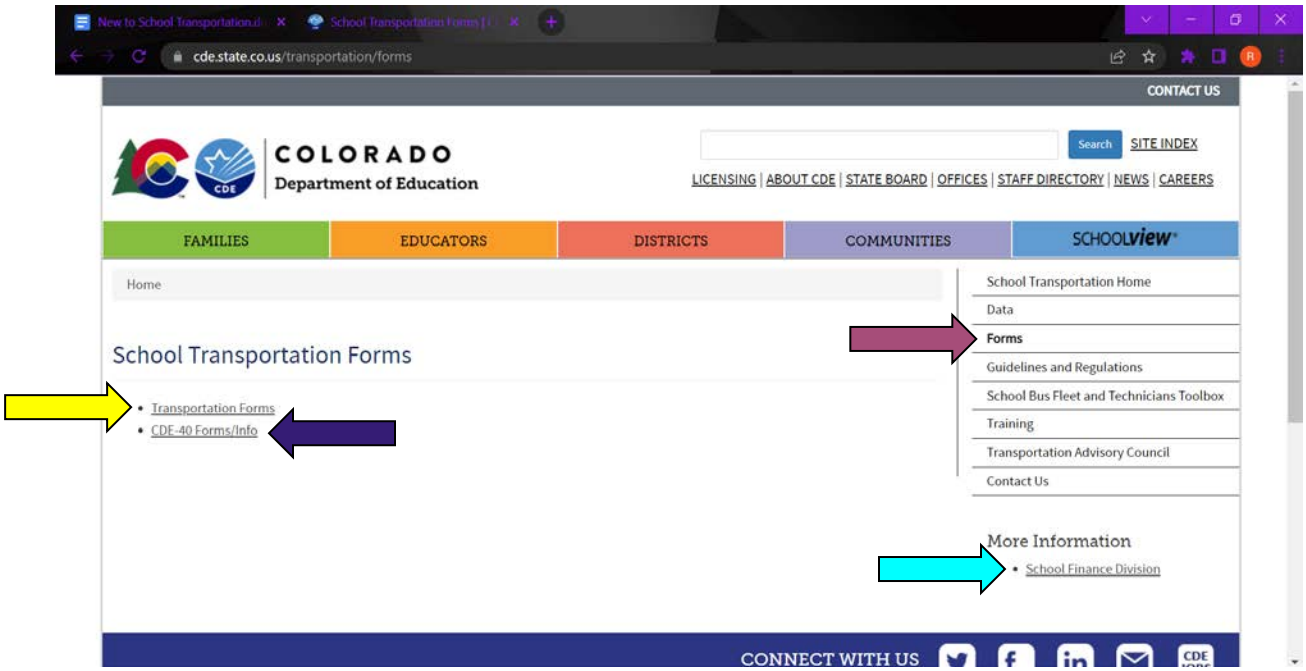

IMAGE 6: CDE SCHOOL TRANSPORTATION FORMS PAGE

The Forms page is another one of those website locations that you will spend a lot of time on, though when you first click on "FORMS" the above screen will show. Here you have two options, the first is Transportation Forms and the second is CDE-40 Forms/Info. Both of these areas are equally important for your transportation department, but the CDE-40 may be an area that is handled within your district/charter finance department instead of a responsibility of yours. Please check with your school to see who handles the Annual CDE-40 report.

The CDE-40 page will be briefly covered, but for more in-depth information please contact the CDE Finance Division.

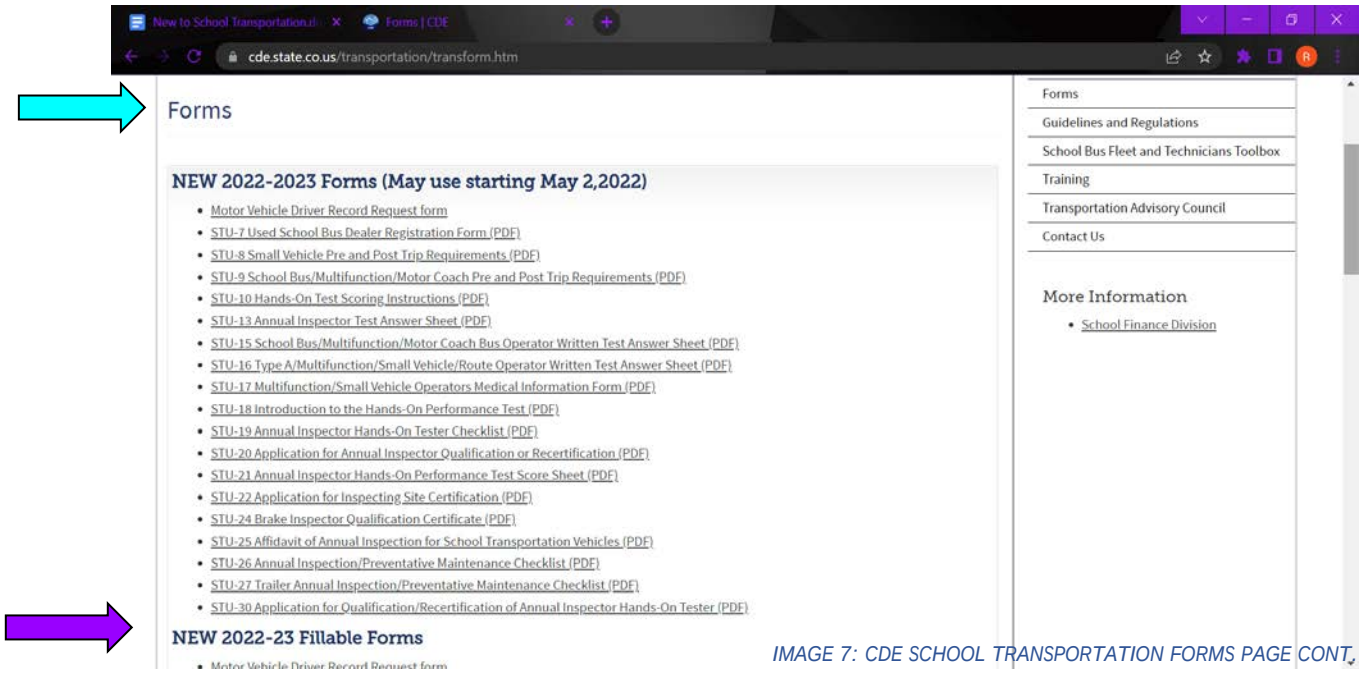

IMAGE 7: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.

This page is updated with the most current version of each of these forms. The newest version is available annually in May. Please make sure that you are using the most current version. The EDAC stamp on the bottom of the forms and the year mark at the top of each form is how you can tell if it is current or not. These will be highlighted in Driver Qualification Files and STAR reviews. There are two types of forms available for you to use. The PDF version or the Fillable form, both are acceptable.

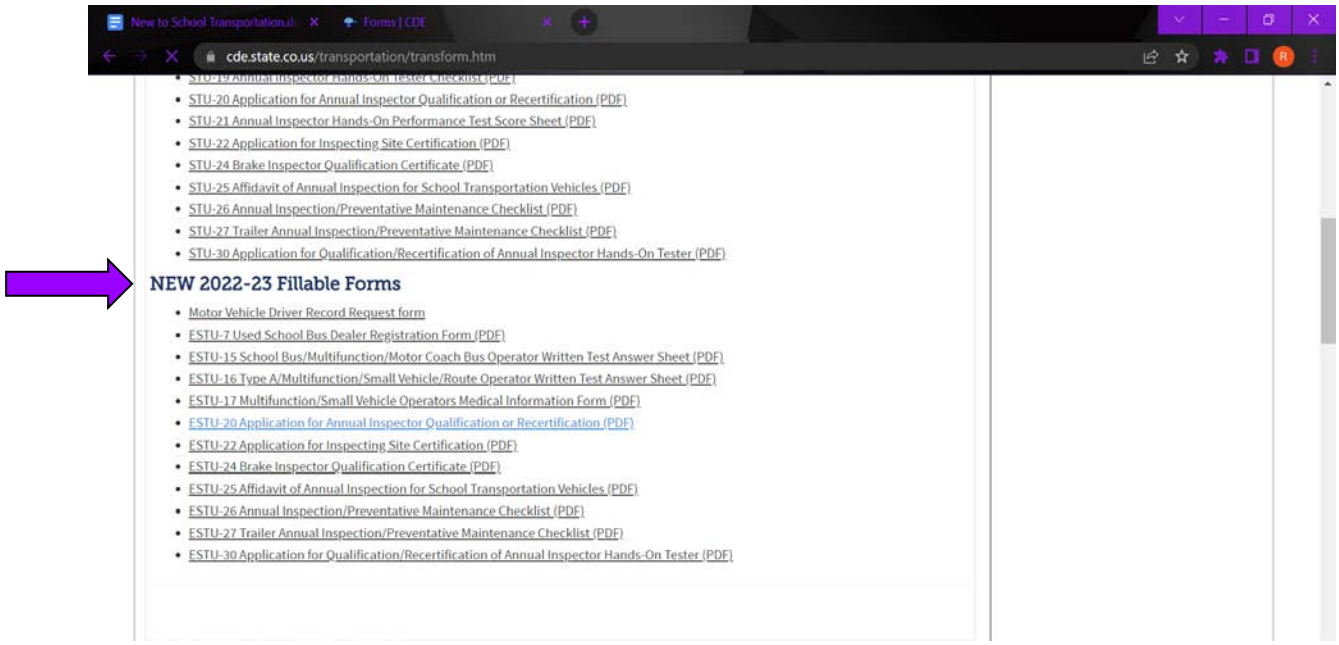

IMAGE 8: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.

Scrolling further down the page, you will find the area titled Sample Forms. These Sample Forms are not official CDE forms, and will not have the EDAC stamp or year on them, but are available for you to use should you need a template or you could modify the Sample Form to fit your needs.

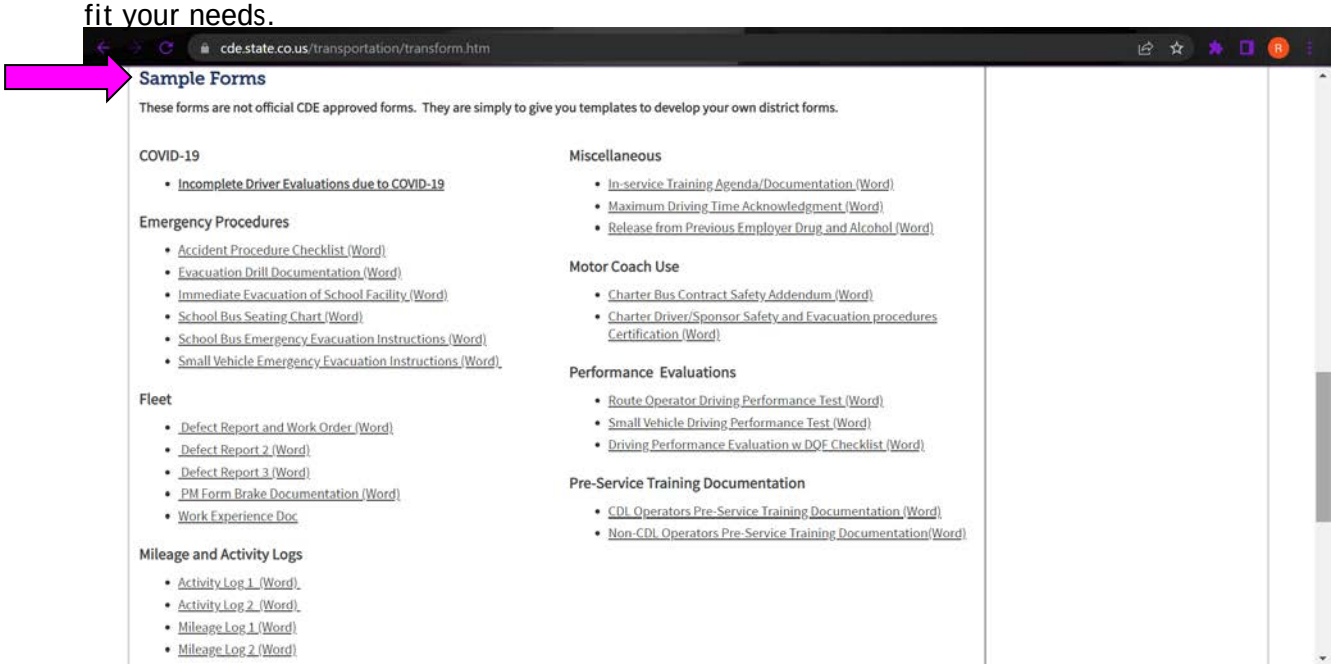

IMAGE 9: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.

If you return to the FORMS option on the sidebar, and click on the CDE-40 Funding page this is the webpage that you will see.

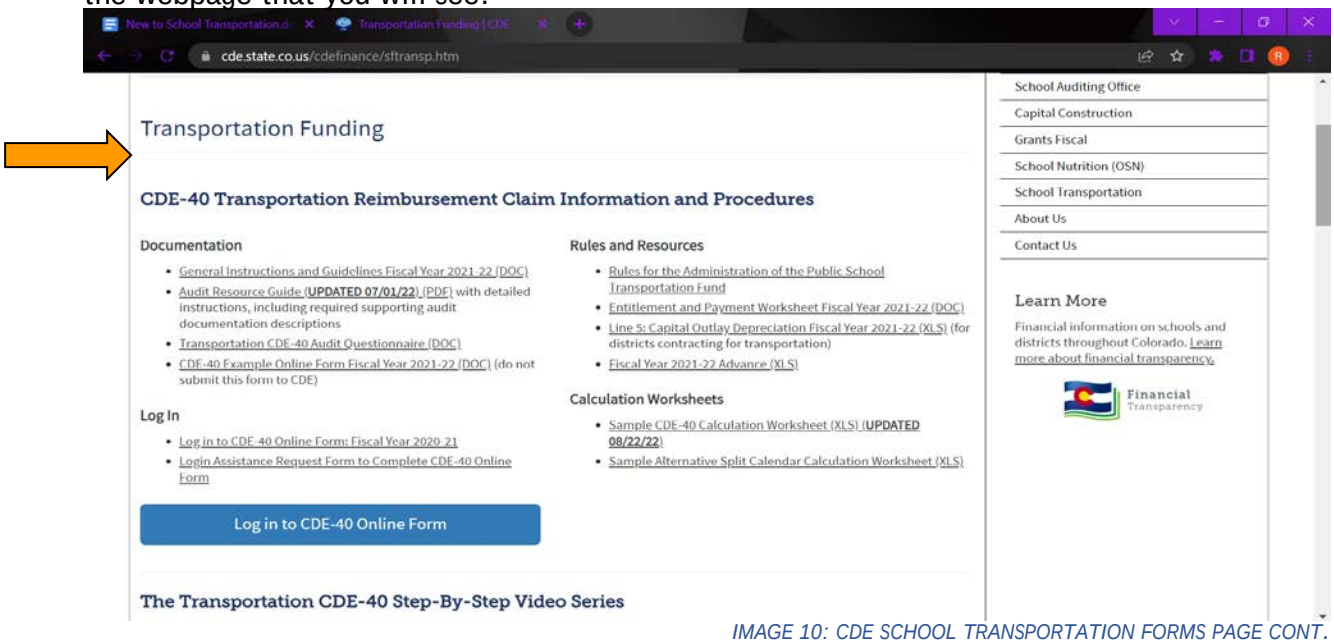

IMAGE 10: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.

This page is important to learn if you are the individual responsible for completing and turning in the annual CDE-40 report. Again, for more information on this please check with your Finance Department and CDE Finance Division.

School Transportation Guidelines and Regulations Page

The Guidelines and Regulations page is your one stop shop for Guidelines and Regulations for transporting students. There are links for 15-passenger van information, older model Minimum Standards, current Operation Rule, and more.

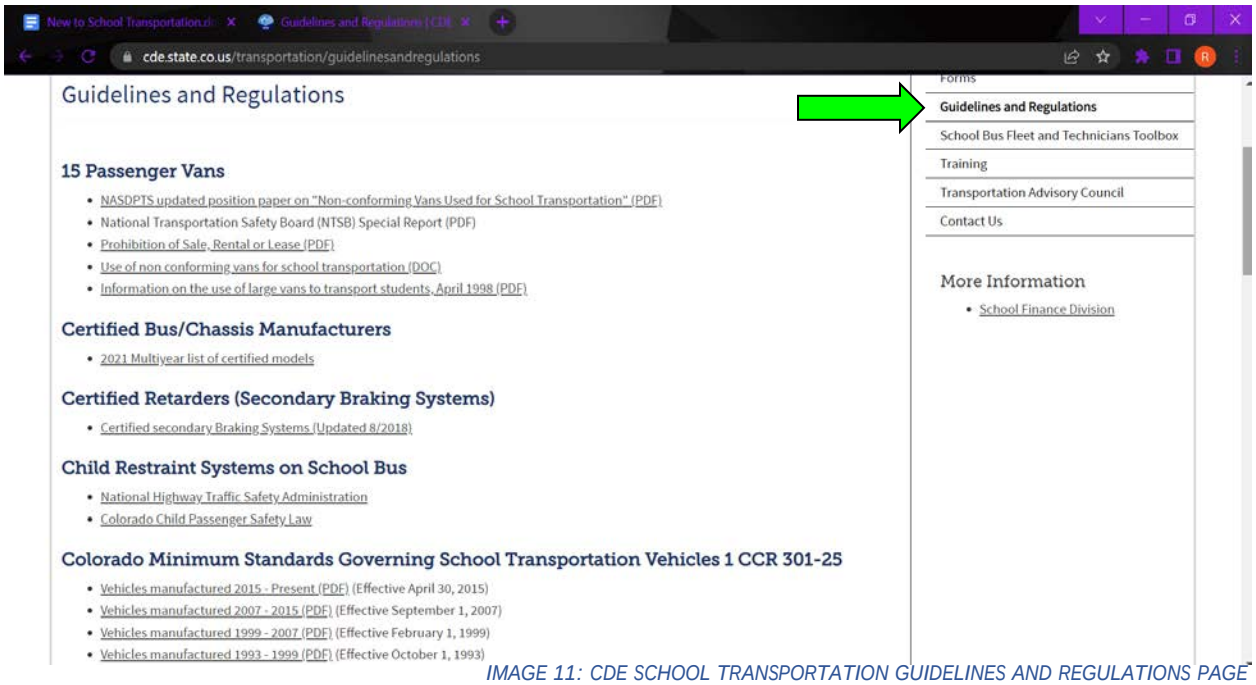

IMAGE 11: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE

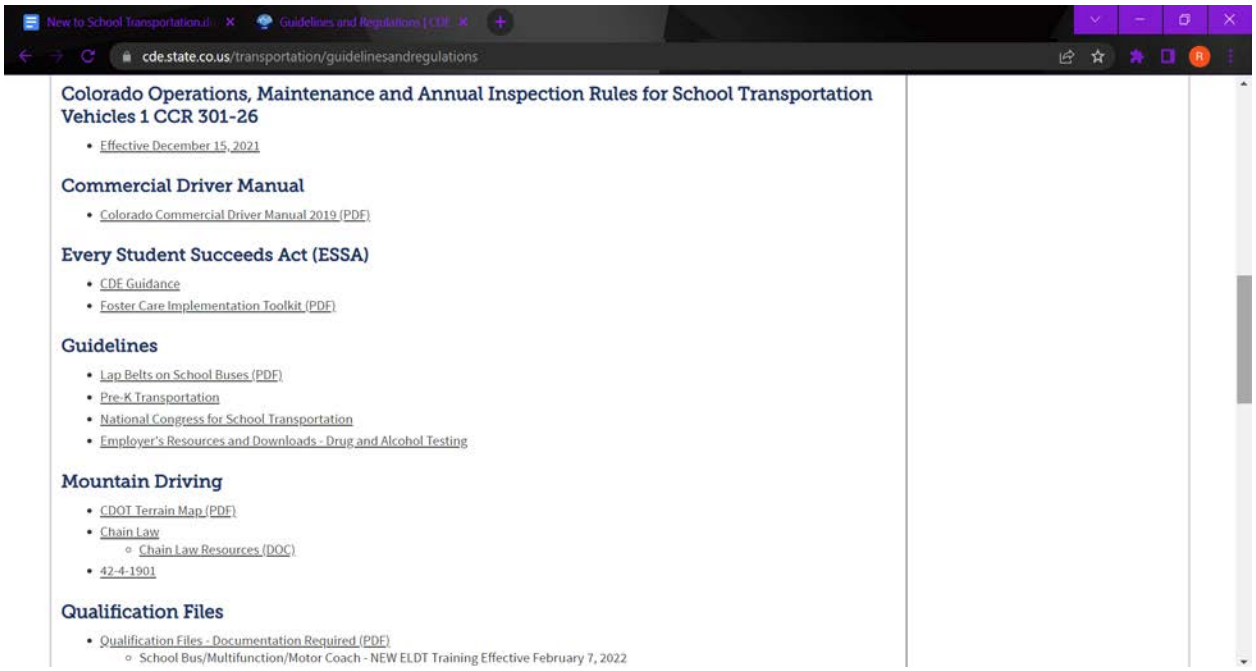

IMAGE 12: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE CONT.

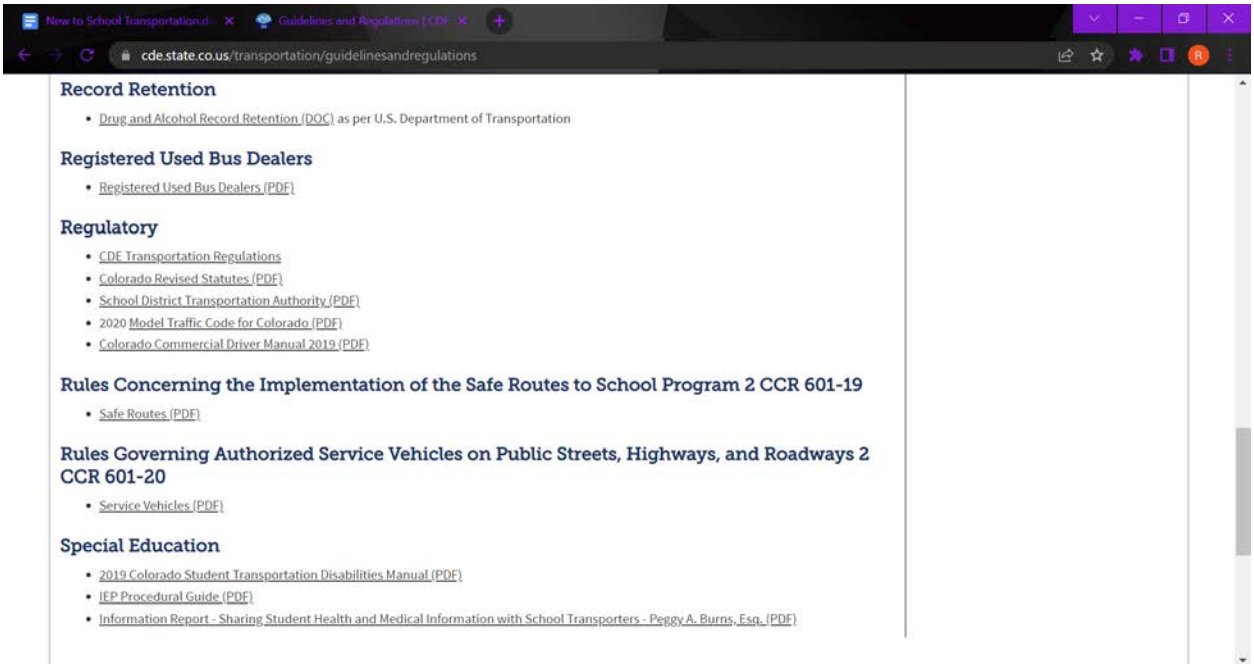

IMAGE 13: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE CONT.

School Transportation School Bus Fleet and Technicians Toolbox Page

The School Bus Fleet and Technicians Toolbox Page is full of information regarding the maintenance of your fleet.

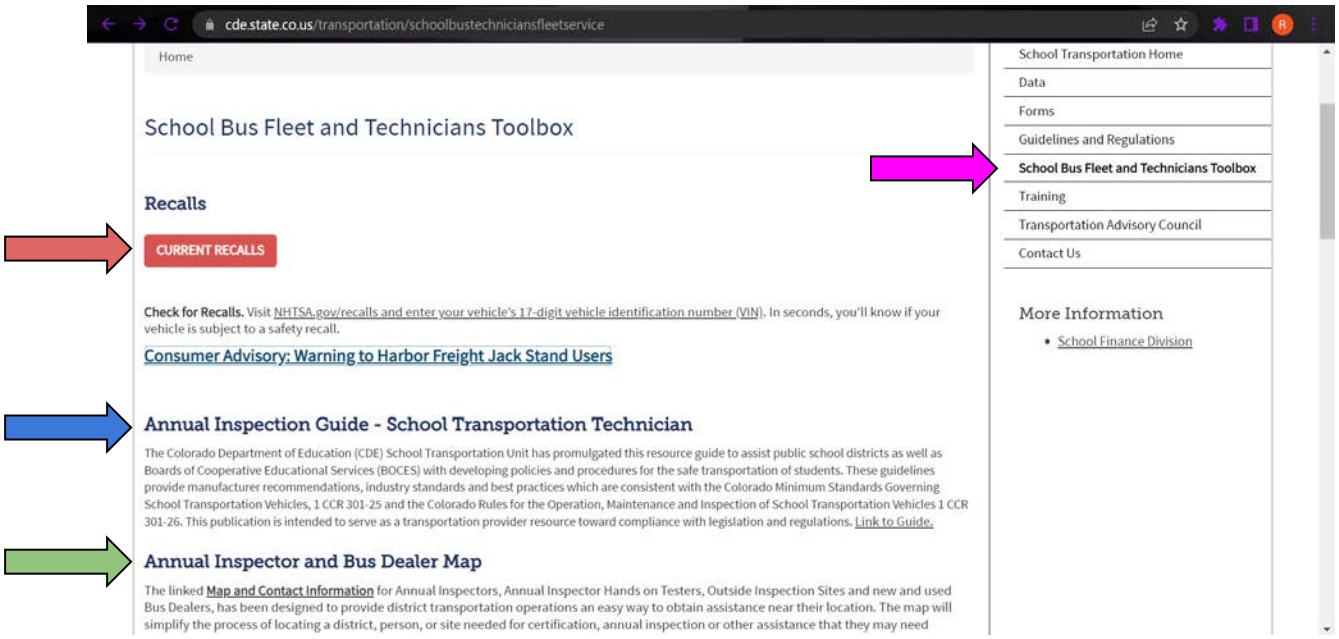

IMAGE 14: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.

The Recalls section shows the current recalls that are applicable to student transportation.

The Annual Inspection Guide is a resource that shows the requirements for vehicle inspections and what problems could potentially out-of-service a vehicle. This is another guide that will update regularly, so please continue to make sure that the version you are using is the one off of the CDE Website.

The Annual Inspector and Bus Dealer Map shows the locations of CDE Annual Inspectors and where to find Bus dealers.

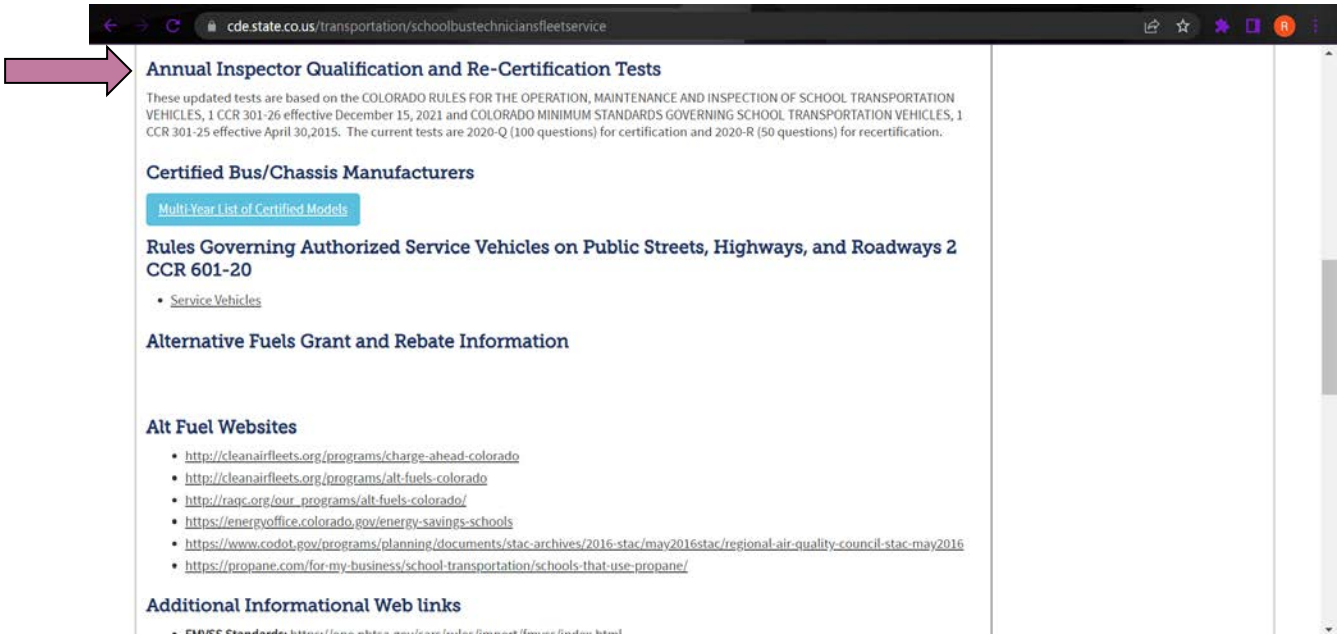

IMAGE 15: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.

The Annual Inspector Qualification and Re-Certification Tests section provides information on the current tests.

The Certified Bus/Chassis Manufacturer list shown here is the same information that is found on the home page.

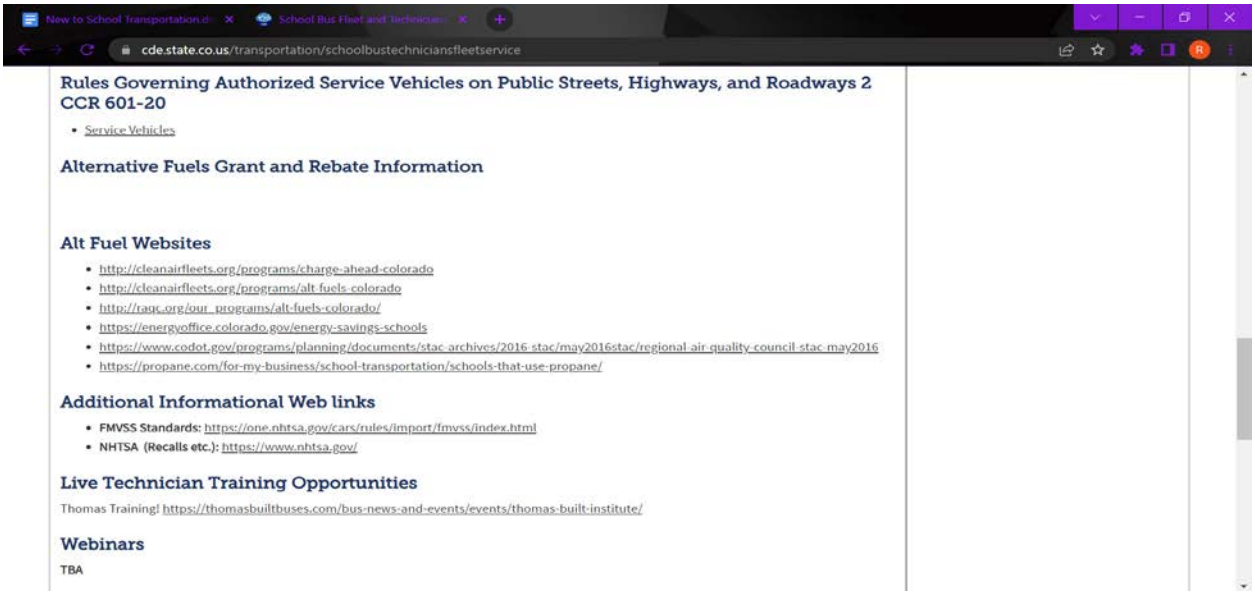

IMAGE 16: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.

School Transportation Training Page

The CDE School Transportation Training page is a good spot to find upcoming training opportunities as well as training materials for some classes that you may want to teach or go over with your department.

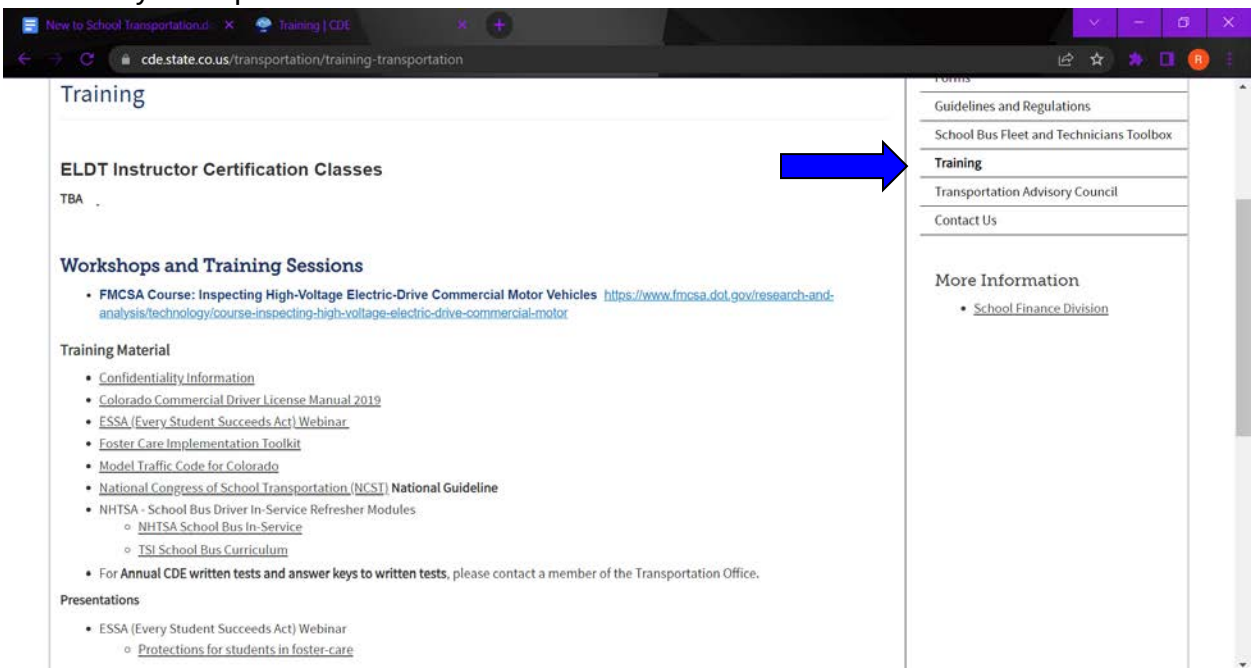

IMAGE 17: CDE SCHOOL TRANSPORTATION SCHOOL TRAINING

Transportation Advisory Council (TAC) Page

The Transportation Advisory Council (TAC) is a council that is chaired by CDE School Transportation. The purpose of the Transportation Advisory Council (TAC) is to provide a collaborative environment between CDE and the Colorado School District Transportation departments across the state to share ideas and review policy. Members will provide input and assist the CDE Transportation Unit by providing feedback concerning major CDE projects.

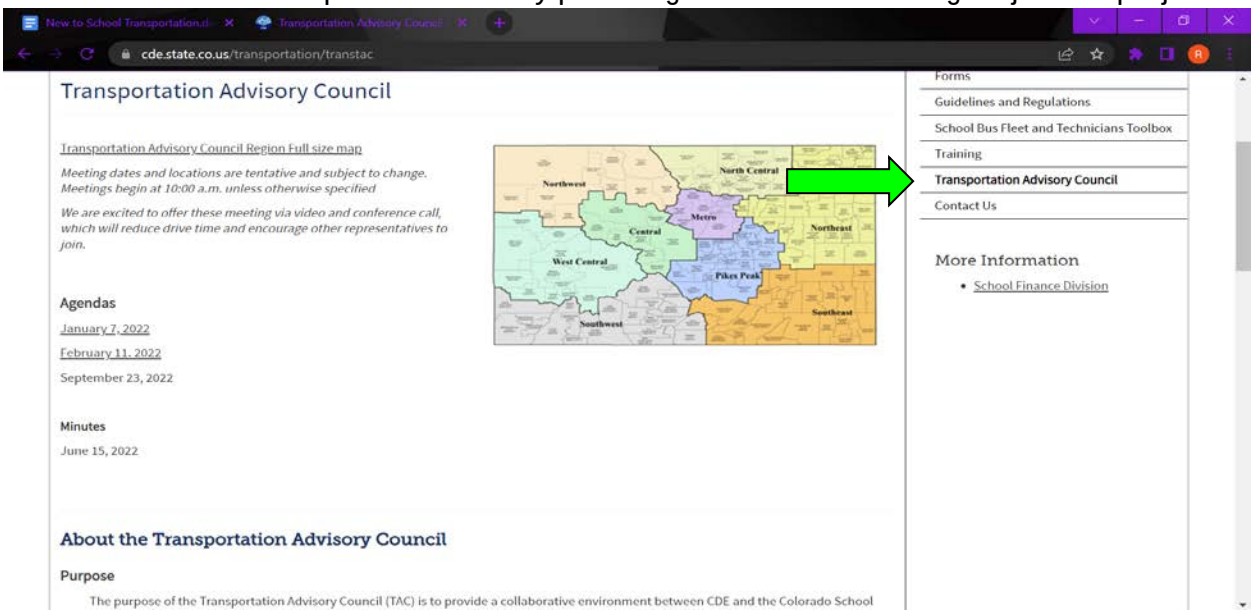

IMAGE 18: CDE SCHOOL TRANSPORTATION SCHOOL TRANSPORTATION ADVISORY COUNCIL

Check out the Regional Representatives!

IMAGE 19: CDE SCHOOL TRANSPORTATION SCHOOL TRANSPORTATION ADVISORY COUNCIL CONT.

Contact Transportation Page

This page shows the Transportation Team and their contact information.

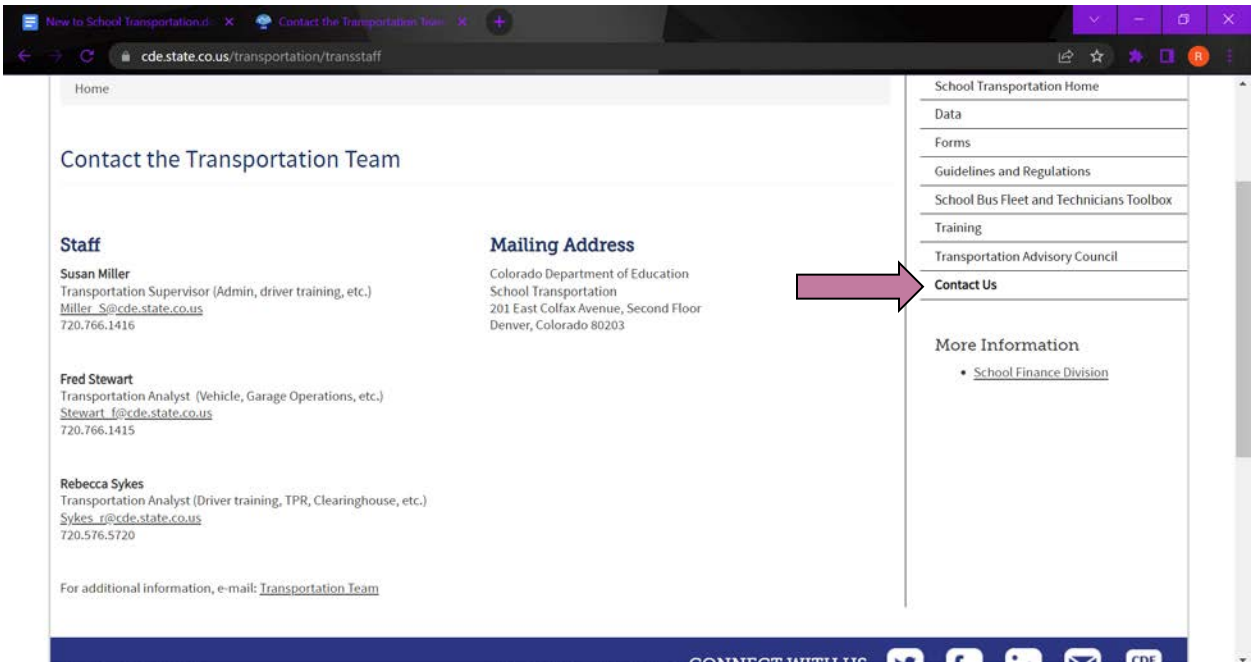

IMAGE 20: CDE SCHOOL TRANSPORTATION SCHOOL CONTACT US

REQUIRED DOCUMENTATION

When setting up your files for your district/charter, there are several things that are "required" documents.

School Bus/Multifunction/Motor Coach Qualification File

These are the required documents to be included in a School Bus or Multifunction Bus Operators CDE Driver Qualification File.

Permanent File

- Job Description 4.01*
- Certificate of Receipt from School Bus/Multifunction/Motor Coach Guide 5.01(d)*
- Initial Driving Performance and Pre-Trip Test 5.01(g)*
- Training Documentation*
  - Drug and Alcohol Training (Fed 49 CFR Part 40)*
  - Mountain and Adverse Weather Training (per CRS 14-4-1902)*
  - Confidentiality 4.06 and 5.01(h)*
  - Pre-Service Training 5.01(h)*
  - Mandatory Reporter Training 5.01(h)*
  - Proper Use of Restraint 5.01(h)*
  - Child Safety Restraint Systems (if applicable) 5.01(j)*
  - Wheelchair Securement (if applicable) 5.01(j)*
  - **All CDL operators trained on or after February 7, 2022, are required to have a copy of all certificates and all the syllabi pertaining to the completion of the ELDT training.***
  - **Districts/Charters/Service Providers must also be able to show evidence that all CDL operators are enrolled in the FMCSA Drug and Alcohol Testing Program, and the FMCSA Drug and Alcohol Clearinghouse. ***

Annual File Updates

- Current Copy of CDL License with proper class and endorsements 5.01(a)
- Current Copy of US DOT Medical Certificate 5.01(a)
- Current Motor Vehicle Record 5.01(c) - Please Initial showing review completed
- Current CDE Written Test for School Bus/Multifunction/Motor Coach 5.01(f)
- Annual Driving Performance Test 5.01(g)
- Six (6) hours annual in-service training 5.01(e)
- First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.01(i)

For the Type A Bus/Small Capacity Vehicle Operator there are two options. The first option is a Type A Bus/Small Capacity Vehicle **Route** Operator and the second is Type A Bus/Small Capacity Vehicle **Activity Only** Operator. The requirements are slightly different for each option.

Type A Bus/Small Capacity Vehicle **Route** Operator

Permanent File

- Job Description 4.01*
- Certificate of Receipt from Type A/Multifunction/Small Capacity Vehicle ROUTE 5.02(g)*
- Initial Driving Performance and Pre-Trip Test 5.02(h)*
- Training Documentation 5.02
  - Mountain and Adverse Weather Trainings (per 42-4-1902)*
  - Confidentiality 4.06 and 5.02(i)*
  - Mandatory Reporter Training 5.02(i)*
  - Proper Use of Restraint 5.02(i)*
  - Pre-Service Training 5.02(i)*
  - Child Safety Restraint Systems (if applicable) 5.02(k)*
  - Wheelchair Securement (if applicable) 5.02(k)*
  - Trailer Towing (if applicable)*

Annual File Updates

- Current Copy of Operator License with proper endorsements 5.02(a)
- Current Copy of the STU-17 5.02(c)
  - Any "Yes" answers SHALL have a doctor's release in their file.
- Current Motor Vehicle Record 5.02(c)
- Current CDE Written Test for Type A/Multifunction/Small Vehicle ROUTE 5.02(g)
- Annual Driving Performance Test 5.02(h)
- Six (6) hours annual in-service training 5.02(f)
- First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.02(j)

Type A Bus/Small Capacity Vehicle **Activity** Operator

Permanent File

- Job Description 4.01*
- Certificate of Receipt from Type A/Multifunction/Small Capacity Vehicle ACTIVITY 5.03(g)*
- Initial Driving Performance and Pre-Trip Test 5.03(h)*
- Training Documentation 5.03
  - Mountain and Adverse Weather Trainings (per 42-4-1902)*
  - Confidentiality 4.06 and 5.03(i)*
  - Mandatory Reporter Training 5.03(i)*
  - Proper Use of Restraint 5.03(i)*
  - Pre-Service Training 5.03(i)*
  - Child Safety Restraint Systems (if applicable) 5.03(k)*
  - Wheelchair Securement (if applicable) 5.03(k)*
  - Trailer Towing (if applicable)*

Annual File Updates

- Current Copy of Operator License with proper endorsements 5.03(a)
- Current Copy of CDE STU-17 5.03(c)
  - Any "Yes" answers SHALL have a doctor's release in the file.
- Current Motor Vehicle Record 5.03(c)
- Current CDE Written Test for Type A/Multifunction/Small Capacity Vehicle Activity 5.03(g)
- First Aid/Cardiopulmonary Resuscitation/Universal Precautions Information 5.03(j)

COLORADO
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LICENSE AND TRAINING MATRIX

This can also be found on the CDE School Transportation website under CDE Guides.

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Department of Education

1 CCR 301.26 License and Training Matrix 2023-2024

Classification	ROUTE District/Charter Private Company Owned	ROUTE District/Charter Private Company Owned	ROUTE District/Charter Private Company Owned - Type A Small Cap Vehicle	ACTIVITY District/Charter Owned Multifunction	ACTIVITY District/Charter Owned Motor Coach	ACTIVITY District/Charter Owned Multifunction	ACTIVITY District/Charter Owned Multifunction Type A	ACTIVITY District/Charter Owned Small Capacity Vehicle (less than 12 pass)	ACTIVITY Privately Owned Bus	ACTIVITY Privately Owned Multifunction Type A	ACTIVITY Privately Owned Small Vehicle (Parent/Uber/Ly/t Taxi, etc.)	ANNUAL INSPECTOR District/Charter Owned Technicians/ Annual Inspectors	ANNUAL INSPECTOR District/Charter Owned Technicians/ Annual Inspectors
Type of Vehicle Including driver	16 or more passenger GVWR greater than 26,001 lbs.	16 or more passenger GVWR less than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	16 or more passenger GVWR greater than 26,001 lbs.	16 or more passenger GVWR greater than 26,001 lbs.	16 or more passenger GVWR less than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	12 or less passenger GVWR less than 26,001 lbs.	16 or more passenger GVWR greater than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	12 or less passenger GVWR less than 10,001	16 or more passenger GVWR greater than 26,001 lbs.	15 or less passenger GVWR less 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 Endorsments	"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 Once	Yes Once	District/Charter Policy	Yes Once	Yes Once	Yes Once	District/Charter Policy	District/Charter Policy	Yes Once	District/Charter Policy	District/Charter Policy	Yes Once	District/Charter Policy
Required Medical Exam	USDOT DOT Physical	USDOT DOT Physical	STU-17	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 Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required Mandatory Reporting Training	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy
Required Proper Use of Restraint Training	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	Yes Once	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter/ Company Policy	District/Charter Policy	District/Charter Policy

Classification	ROUTE District/Charter Private Company Owned	ROUTE District/Charter Private Company Owned	ROUTE District/Charter Private Company Owned - Type A Small Cap Vehicle	ACTIVITY District/Charter Owned Multifunction	ACTIVITY District/Charter Owned Motor Coach	ACTIVITY District/Charter Owned Multifunction	ACTIVITY District/Charter Owned Multifunction Type A	ACTIVITY District/Charter Owned Small Capacity Vehicle (less than 12 pass)	ACTIVITY Privately Owned Bus	ACTIVITY Privately Owned Multifunction Type A	ACTIVITY Privately Owned Small Vehicle (Parent/Uber/Ly/t Taxi, etc.)	ANNUAL INSPECTOR District/Charter Owned Technicians/ Annual Inspectors	ANNUAL INSPECTOR District/Charter Owned Technicians/ Annual Inspectors
Type of Vehicle Including driver	16 or more passenger GVWR greater than 26,001 lbs.	16 or more passenger GVWR less than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	16 or more passenger GVWR greater than 26,001 lbs.	16 or more passenger GVWR greater than 26,001 lbs.	16 or more passenger GVWR less than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	16 or more passenger GVWR greater than 26,001 lbs.	15 or less passenger GVWR less than 26,001 lbs.	15 or less passenger GVWR less than 10,001	16 or more passenger GVWR greater than 26,001 lbs.	15 or less passenger GVWR less 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 Annual 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 Every 2 years	Yes Every 2 years	Yes Every 2 years	Yes Every 2 years	Yes Every 2 years	Yes Every 2 years	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 prior 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 after 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

FMCSA DRUG AND ALCOHOL CLEARINGHOUSE

CDL OPERATORS ONLY

What is the Drug and Alcohol Clearinghouse?

An online database that gives employers and government agencies real-time access to violation information about holders of commercial driver's licenses (CDLs) and commercial learner's permits (CLPs) who are covered by FMCSA's Drug and Alcohol Testing Program.

Are all drivers required to register with the Clearinghouse?

Section 4.3 of the 1 CCR 301-26. *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.*

A driver will need to be registered to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a query of the driver's Clearinghouse record—this includes all pre-employment queries.

A driver must also be registered to electronically view the information in his or her own Clearinghouse record.

Registered drivers will have their Clearinghouse accounts and contact preferences set up, allowing them to quickly respond to query requests from employers.

Is my district required to be registered with the Clearinghouse?

Yes. All Employers, medical review officers (MROs), substance abuse professionals (SAPs), and consortia/third-party administrators (C/TPAs) must register in the Clearinghouse to access the Clearinghouse.

If I don't have CDL Operators is the Clearinghouse Required?

No. Only employers who employ drivers subject to the licensing requirements in 49 CFR Part 383 and the drug and alcohol testing requirements in 49 CFR Part 382 are required to query or report information in the Clearinghouse.

What is the difference between a Limited Query and a Full Query?

A limited query allows an employer to determine if an individual driver's Clearinghouse record has any information about resolved or unresolved drug and alcohol program violations, but does not release any specific violation information contained in the driver's Clearinghouse record. Limited queries require only a general driver consent, which is obtained outside the Clearinghouse; this general consent is not required on an annual basis, it may be effective for

more than one year. However, the limited consent request must specify the timeframe the driver is providing consent for.

A full query allows the employer to see detailed information about any drug and alcohol program violations in a driver's Clearinghouse record. An employer must obtain the driver's electronic consent in the Clearinghouse prior to the release of detailed violation information during the full query.

Do I have to purchase queries?

Yes. Before you can view each driver's information a "query" must be purchased. Query plans may be purchased only on the FMCSA Clearinghouse website by registered employers. A consortium/third-party administrator (C/TPA) may not purchase a plan on behalf of an employer.

COLORADO
Department of Education
School Finance and Operations Division

FEDERAL DRUG AND ALCOHOL FILES

Along with Driver Qualification Files, you are required by federal law to keep and maintain drug and alcohol files on each CDL operator. These files must be filed separately and kept in a secured location.

DRUG TESTING RECORDS
REQUIRED DOCUMENTS

- All Drug test results. DOT requires Employer copy of the chain of custody form and drug test result to be stapled together and be maintained in the file. § 49 CFR 382.401
- All Breath Alcohol test results § 49 CFR 382.401
- Signed employee acknowledgement document stating that the employee has received a copy of the DOT drug testing policy. § 49 CFR 382.601
- Signed employee acknowledgement document stating that they have received 1 hour of driver education. § 49 CFR 382.601
- Previous Employer 3 year background check documents on past drug and alcohol and alcohol testing history. MUST be done within 30 days of hire date. (PRIOR TO JAN. 6, 2023) § 49 CFR 382.413 and § 40.25
    - As of January 6, 2023, employers must use the Drug and Alcohol Clearinghouse in accordance with § 382.701(a) to comply with the requirements of § 40.25 with respect to FMCSA-regulated employees.
    - Have you obtained general consent from all employees who perform safety sensitive functions, allowing you to conduct limited queries in the Clearinghouse to determine whether information in their Clearinghouse record prohibits them from performing such functions?
        - Is this general consent kept up-to-date, and can you produce it upon request?
- Previous Pre-employment 3-year background check document on past drug and alcohol testing history. § 40.25 (If there is a positive test listed on the Clearinghouse)
- Proof of enrollment in a drug testing consortium. §49 CFR 382.305
- Employee removal document (Proof they left the company and Proof of Removal from district consortium)

OPERATOR GUIDES

The Operator guides are essential for successful school transportation vehicle operators. These are updated annually, so please make sure that you and your drivers are accessing the most current version.

School Bus Operator Guide (2023-2024)

https://www.cde.state.co.us/transportation/2023schoolbusmultifunctionmotorcoachguide

Small Capacity Vehicle Operator Guide (2023-2024)

https://www.cde.state.co.us/transportation/20232024typeamultifunctionsmallcapacityvehiclerouteandactivityoperatorguide

"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."

Colorado Commercial Driver's License Manual
DR 2251.pdf

WHAT IS OPERATION RULE?

Operation Rule is the counterpart to the Minimum Standards. While Minimum Standards focus on the vehicle specifications, Operation Rule focuses on the "person" elements. These Rules are updated periodically to reflect any changes that may have occurred from a State or Federal level.

WHAT ARE MINIMUM STANDARDS?

Colorado Minimum Standards are a baseline of safety for manufacturers to use for design and production of student transportation vehicles that will be operated in the State of Colorado.

These standards are updated periodically to reflect changes in Federal Motor Vehicle Safety Standards (FMVSS) as well as modifications to previous standards that are needed to incorporate new vehicle models and those respective requirements.

All vehicles that are being used for student transportation are required to meet the Colorado Minimum Standards and all applicable FMVSS per the date of manufacture. **Vehicles are not required to be retroactive to previous versions of the Minimum Standards**.

VEHICLE INFORMATION

It wouldn't be school transportation, if you didn't have vehicles that transport students. This section will provide information on maintaining and utilizing those vehicles. The typical student transportation department does not only have school buses, but have a variety of vehicles at their disposal. Instead we refer to school fleets as "School Transportation Vehicles."

SCHOOL TRANSPORTATION VEHICLE "means every motor vehicle which is owned by a school district charter school, or service provider and operated, rented, or leased for the transportation of students to and from school, from school to school, or to school related events or which is privately owned and operated for compensation provided that such transportation service is sponsored and approved by the local board of education or school's governing board and operating within the State of Colorado."

When someone offhandedly refers to a school bus, they are normally referring to anything that carries students and resembles a big, boxy vehicle with a multitude of windows down the side and emergency exits, that school districts/charter schools/service providers purchase. This is not entirely correct. There is a "School Bus" and a "Multifunction School Activity Bus." Confused? It's ok - let's look deeper.

What is a School Bus?

Per Colorado Minimum Standards, a ***SCHOOL BUS,*** "means a passenger motor vehicle which is designed and used to carry more than 12 passengers in addition to the driver, and which the Secretary of Transportation determines is likely to be significantly used for the purpose of transporting preprimary, primary, or secondary school students to or from school or an event related to school. School buses are specifically designed for maximum safety."

These vehicles are required by State and Federal law to be painted National School Bus Yellow (NSBY) and be equipped with a school bus eight-way alternating flashing warning light system and stop arm (stop sign). These vehicles are designed to be used in all school transportation routes, and can also be used for activity trips.

The ***SCHOOL BUS EIGHT-WAY ALTERNATING FLASHING WARNING SIGNAL LAMPS*** - are amber and red lamps mounted at the same horizontal level intended to identify the vehicle as a school bus and to inform other users of the highway that such vehicle is stopped or about to stop on the roadway to take on or discharge school children.

What is a Multifunction School Activity Bus? (MFSAB)

Per Colorado Minimum Standards, a ***MULTIFUNCTION SCHOOL ACTIVITY BUS*** is "a type of school bus that is required to meet all FMVSS regulations applicable to school buses, except those requiring the installation of traffic control devices. Pursuant to Rule 6.3, Type B, C, and D multifunction buses shall not be used for transporting students from home to school or for route purposes."

These vehicles can be painted white, or other colors, and are designed with only activity trips in mind. The MFSAB cannot, by State and Federal law, have the school bus eight-way light system or stop arm equipment. Larger (Type B, C, and D) sized MFSAB vehicles shall NOT be used for student routes. However, Type A (14 passengers or under) MFSAB may be used for routes.

> *7.08(a)Exception: Per 1 CCR 301-26, 18.1, Type A Multifunction buses may be used to transport students to and from school, school to school for route purposes and activities.*

What are the Types of Buses?

Regardless of the type of school bus or MFSAB, they must meet the following requirements, the Colorado Rack and Load test and the Kentucky Pole Test, and all other FMVSS requirements prior to transporting any student.

Colorado Rack and Load Test – is designed to verify the structural integrity and crashworthiness of school bus design as outlined in Rule 8.8 and Rule 8.9. The test simulates a rollover crash by applying a constant load along the full length of the bus body. This ensures that all pushout windows and emergency exits will be fully functional after an accident occurs.

Kentucky Pole Test - is designed to verify that the interior panels above the window will not separate and expose sharp edges in the event of a crash. The test involves a rollover simulation, in which the bus strikes a pole-like object, which forces the roof to bend into the passenger compartment. Standards require that separation of body panels must not occur when the roof bends between 8-10 inches.

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

IMAGE 22: TYPE A SCHOOL BUS

IMAGE 23: TYPE A MFSAB

These vehicles have a capacity rating of 14 -30 passengers. IF a TYPE A with a passenger capacity rating of over 14 is purchased, a CDL is needed to operate the vehicle.

Type "B" School Bus/MFSAB - is a body constructed and installed upon a stripped chassis. Part of the engine is beneath and/or behind the windshield and beside the driver's seat. The service door is behind the front wheels. **These are not very common any longer.**

IMAGE 24: TYPE B SCHOOL BUS

Type "C" School Bus/MFSAB - is constructed utilizing a chassis with a hood and fender assembly. This includes the cutaway truck chassis, including the cab, with or without a left side driver door, and with a GVWR greater than 21,500 pounds. The service door is behind the front wheels. **Also known as Conventional."

IMAGE 25: TYPE C SCHOOL BUS

IMAGE 26: TYPE C MFSAB

Type "D" School Bus/MFSAB - is constructed utilizing a stripped chassis, the engine may be behind the windshield and beside the driver's seat; or it may be at the rear of the bus, behind the rear wheels. The service door is ahead of the front wheels. **Also known as Transit-style, Pusher, or Flat-nosed."

IMAGE 27: TYPE D SCHOOL BUS

As you can see there are several different types of school buses so it is important to note that not all school buses require a CDL to drive - even with students on board. Remember that the need for a CDL is based on the GVWR and passenger rating of the vehicle, and the color of the vehicle does not indicate if a CDL is required.

What Vehicles are Required to Have a CDL Operator?

Per the Colorado CDL Manual (DR 2251), "Class B Heavy Straight Vehicles. Any single vehicle with a GVWR of 26,001 or more pounds falls in Group B, or any such vehicle towing another vehicle not in excess of 10,000 pounds GVWR. Class B includes straight trucks and **large buses**, including articulated buses. Safely driving these heavy vehicles requires considerably more knowledge and skill than driving the small trucks and buses found in Class C."

All commercial drivers who drive certain types of vehicles or haul certain types of cargo must add endorsements to their CDL license and/or Commercial Learner's Permit (CLP) to show that they have the specialized knowledge required for these operations.

The two endorsements that are required to drive a school bus are the **S (School Bus) Endorsement** and the **P (Passenger) Endorsement**.

The following vehicles are required to have the CDL for operation.

- Type A - Above 15 passengers
- Type B, C and D vehicles

What Other Vehicles Can be Used to Transport Students?

SMALL CAPACITY VEHICLE - means a motor vehicle, which does not meet the requirements of Type A, B, C, or D school buses, designed for general purpose use. These vehicles (12 passengers including the driver or less) may be used to carry students to and from school, from school to school, or to school-related events, and shall meet or exceed all applicable rules and regulations.

These are cars, minivans, suburbans, and similar vehicles. These vehicles are allowed to transport students for route purposes because they are able to pull completely off the roadway.

VEHICLE MAINTENANCE

Annual Inspection - Operation Rule 11

11.0 Annual Inspection

11.1 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.

11.2 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.

11.3 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).

11.4 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).

11.5 During the annual inspection, all four wheels shall be pulled for a 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.

Preventative Maintenance - Operation Rule 12

12.0 Maintenance and Repair

12.1 School districts, charter schools, and service providers must ensure all school transportation vehicles are systematically inspected, maintained, and repaired by a qualified mechanic 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;

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.

12.9 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:

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.

12.13 If maintenance or repair work is needed on an electric vehicle, the work shall be completed by or supervised by a qualified mechanic with appropriate training on maintenance and repair of electric vehicles.

Pre-Trip - Operation Rule 9

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 capacity 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 capacity vehicles shall include at a minimum all items listed on the CDE School Transportation Vehicle (Small Capacity 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.

VEHICLE PURCHASES

Buying a new vehicle for your school transportation department can be an exciting and daunting process. While we cannot tell you what to purchase, here is some guidance to get you started in the right direction. Always remember we are here to help you!

What is the Certified Bus Manufacturer List?

The CDE Certified Bus Manufacturers provides a list of the current manufacturers and models that are certified to be used in the State of Colorado to transport students.

Where Can I Find a List of All Certified Bus Dealers?

Please see the map on the CDE School Transportation Website to locate your nearest School Bus Dealer. CDE Inspectors, Instructors, Testers, Bus Dealers Map with Contact Information

Prohibition 15 passenger vans

According to the United States Code (USC) 15-passenger vans are prohibited from being used as a school transportation vehicle.

Per 49 USC 30112, a school or school system may not purchase or lease a new 15-passenger van if it will be used significantly by, or on behalf of, the school or school system to transport pre-primary, primary, or secondary school students to or from school or an event related to school, unless the 15-passenger van complies with the motor vehicle standards prescribed for school buses and multifunction school activity buses under this title.

This is due to the lack of rollover crashworthiness of the vehicle. The Colorado School District Self Insurance Pool (CSDSIP) will not insure 15-passenger vans.

Per Colorado Minimum Standards:

6.4 Effective January 1, 2025, Pursuant to Section 8 of these rules, vehicles with a capacity of more than 12 passengers that do not meet the definition of a Type A School Bus or a Type A Multifunction Bus, or meet the Colorado Rack and Load, Kentucky Pole Test and FMVSS School Bus Safety Standards, as required, are prohibited from transporting students for any reason.

Minimum Standards Requirements

All vehicles that are being used for student transportation are required to meet the Colorado Minimum Standards and all applicable FMVSS per the date of manufacture. **Vehicles are not required to be retroactive to previous versions of the Minimum Standards**.

Who Do I Contact to Verify a Vehicle or for More Information?

If you are unsure if the vehicle you are looking to purchase is indeed part of the certified list, please contact Fred Stewart at stewart_f@cde.state.co.us for verification of manufacturer and model. All Dealers and Manufacturers found on the CDE Map, mentioned and linked above, have certified that any school transportation vehicle they sell to a district or charter school, shall meet all Colorado Minimum Standards applicable as of the date of manufacture.

COLORADO
Department of Education
School Finance and Operations Division

STU-7 Used/New Dealer Registration

COLORADO
Department of Education
School Finance and Operations Division

New and/or Used School Bus Dealers
Registration School
Transportation Unit
2023-2024

This registration must be on file with the School Transportation Unit to sell new and/or used school buses to any Colorado school district, charter, or service provider (per Colorado Minimum Standards for School Transportation Vehicles, 1 CCR 301-25,3.4). There is no fee for registering. Colorado schools will be notified of the registered dealerships.

Name of Dealership _____

Mailing Address _____

Email _____

Telephone_____ Fax _____

Website (if available) _____

Primary Contact _____

We hereby certify that we have received a copy of the updated Colorado Minimum Standards for School Transportation Vehicles, 1CCR 301-25, approved by the Colorado State Board of Education on April 12, 2023.

And

We hereby certify that the school buses we will sell in Colorado will meet or exceed the Colorado Minimum Standards in effect at the time the bus was manufactured.

_____ (Authorized Person - Please Print)

_____ (Authorized Person Signature)

STU-7 - Please submit this form to the following email - Stewart_f@cde.state.co.us

Mandatory
FORM # STU-7
EDAC APPROVED BIENNIAL STAMP
Approved 03/18/2022 for 2022-2024

According to Colorado Minimum Standards (1 CCR 301-25) 6.04, Used school bus dealers shall register with the Colorado Department of Education, School Transportation Unit, certifying that only school transportation vehicles meeting or exceeding Colorado Minimum Standards will be sold. There shall be no fee to register.

ANNUAL INSPECTOR

Who is an Annual Inspector?

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.

What are the Requirements to Become an Annual Inspector?

7.0 School Transportation Annual Inspector Requirements

7.2 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.

Who Do I Contact to Start the Process?

Once you have all of the documents found in 7.02 (listed above) and completed the STU-20 (shown on the next page), and you have decided to pursue becoming an Annual Inspector, please contact Fred Stewart at stewart_f@cde.state.co.us. You will also need to complete the CDE Annual Inspector written test that will be provided by Mr. Stewart.

The STU-20 is the Annual Inspector application and is signed by the Transportation

Supervisor/Director validating the information listed therein. Notice that this document has a year and an EDAC stamp on it, so be sure that you are using the most current version.

7.3 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.

COLORADO
Department of Education
School Finance and Operations Division

Application for Annual Inspector Qualification or Recertification 2023-2024

Name of Applicant_____ Inspector #_____
(Please Print) (Recertification Only)

Name of Inspection Site_____ Phone_____

Mailing Address_____ City_____

Applicant Email Address_____ Zip Code _____

Supervisor Email Address _____

Certification for Small Vehicle Only Yes_____ No _____

Supervisor, please initial or check line at the beginning of each **applicable** section the applicant has completed.

_____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.
Date taken_____ Score_____ 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.
Date taken_____ Score _____

_____7.02(f) The school transportation annual inspector shall have training on the maintenance of electric vehicles prior to inspecting an electric vehicle. Per 4.2 in CCR 301-26

I hereby verify that_____ has completed all of the above applicable requirements and is in compliance with 1 CCR 301-26, 4.2 and 7.0, and request that CDE issue the CDE Inspector Qualification Certificate/CDE Inspector Recertification Certificate.

_____ _____ _____
(Supervisor **PRINTED NAME**) (Signature - Supervisor, Inspection Site) (Date)

==========

STU-20 Maintain in District Inspector Qualification File

Mandatory
FORM # STU-20
EDAC APPROVED DIENNIAL STAMP
Approved 03/18/2022 for 2022-2024

COLORADO
Department of Education
School Finance and Operations Division

What is a Brake Inspector Qualification Certification?

A brake inspector qualification certificate states that the annual inspector applicant has met the requirements for a qualified brake inspector to perform the assigned brake maintenance task in compliance with the regulation of the U.S. Department of Transportation for the qualification of brake inspectors contained 49 CFR 396.25. You can find this certificate on our website, under "FORMS," and listed as the STU-24.

Brake Inspector Qualification Certificate 2023-2024

COLORADO
Department of Education
School Finance and Operations Division

Brake Inspector
Qualification Certificate
2023-2024

I,_____hereby certify that I understand the brake service and inspection tasks assigned to me and can competently perform such brake service or inspections by virtue of my training and or experience in compliance with the regulations of the U.S. Department of Transportation for brake inspectors contained in 49 CFR 396.25. I hereby agree to comply with all such regulations governing brake inspections or service.

I am qualified to perform the following brake duties (check all that apply):

____Inspection
____Maintenance
____Repair
____Service

I have met one or more of the following requirements (check all that apply):

____Passed CDL air brake knowledge and skills test

____Successfully completed a State, Federal, Canadian Province or Labor Union apprenticeship program which qualifies me to perform brake inspection or service.

____One-year brake experience or brake related training or combination thereof in brake maintenance or inspections.

____One-year experience in performing brake maintenance or inspections at a commercial garage, fleet leasing company, motor carrier maintenance program or similar facility.

_____ _____
Signature of Brake Inspector Date

_____ _____ _____
CDL License No. Class/Endorsements Expiration

I, hereby certify that _____
has met the requirements for a qualified brake inspector to perform the assigned brake maintenance task in compliance with the regulation of the U.S. Department of Transportation for the qualification of brake inspectors contained 49 CFR 396.25.

_____ _____
Signature of District/Site Supervisor Date

STU-24 To be maintained in the district/inspection site Inspector Qualification File

Mandatory
FORM # STU-24
EDAC APPROVED BIENNIAL STAMP
Approved 03/18/2022 for 2022-2024

How do I Certify Two-Years Experience?

We get this question a lot as people may not have the ability to obtain the information from a previous employer, or have any training certificates. We have a template on the "FORMS" page, listed under Sample Forms - Fleet: Work Experience DOC, that can assist you in this process.

STATEMENT OF WORK EXPERIENCE

I _____ do hereby certify that

_____ meets the requirements set forth by CDE,

for two years work experience in the inspection and maintenance and repair of light,

medium, or heavy duty vehicles.

Signature - Technician _____

Signature – Supervisor _____

How do I Renew My Annual Inspector Certificate?

A renewal or recertification for your Annual Inspector Certificate is completed by filling out the STU-20 (application), taking the CDE annual inspector recertification written test, and sending both into Fred Stewart.

Application for Annual Inspector Qualification or Recertification 2023-2024

Annual Inspector Guide

Annual Inspector Guide

This can also be found by going to the CDE School Transportation website under School Bus Fleet and Technician's Toolbox.

Do I Need a Qualification File for an Annual Inspector?

Yes. regardless of if the Annual Inspector is employed with the school district as a mechanic, or if you utilize an outside company as your annual inspector, the information that you are needing to keep on file for each Annual Inspector that is used, is as follows.

- Current Copy of Operator License 7.02(a)
- Brake Inspector Qualification Certificate 49 CFR 396.25 and 7.02(b)
- Documentation verifying two (2) years of experience 7.02(c)
- CDE initial hands-on performance test 7.02(d)
- CDE Annual Inspector written test 7.02(e)

What Forms do Annual Inspector's Use?

There are two forms from the CDE School Transportation Unit that are required to be used. The first is the STU-25. The STU-25 is the Affidavit of Annual Inspection that is required to be placed in the vehicle. The second is the STU-26. The STU-26 is the checklist that is used for both preventative maintenance and annual inspections. Both of these forms are shown later in this guide, and are available on the CDE School Transportation Unit website.

STU-25

STU-26

Where Can I Find an Annual Inspector?

If you are looking for an Annual Inspector or Hands-On Tester please look at the ZEEMap on the CDE School Transportation website home page.

CDE Inspectors, Instructors, Testers, Bus Dealers Map with Contact Information

This map will also be able to show you the locations of ELDT Trainers, Bus Dealers, and more.

HANDS-ON TESTER

What is a Hands-On Tester?

A School transportation annual inspector hands-on tester is a person qualified to proctor hands-on tests to annual inspector candidates.

What Qualifications are Needed to Become a Hands-On Tester?

8.2 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.

8.3 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). Annual Inspector Hands On Performance Test Score Sheet

INSPECTION SITE

What is an Inspection Site Certificate?

10.0 Inspection Site Certification

10.1 A CDE Inspection Site Certificate is required at each facility/location where annual inspections for school transportation vehicles are performed.

What Criteria Does the Shop Need to Meet?

10.2 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.

10.3 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.

10.4 The operator of an inspection site shall post the CDE Inspection Site Certificate at the inspection site.

ENTRY LEVEL DRIVER TRAINING (ELDT)

What is the ELDT?

FMCSA's Entry Level Driver Training (ELDT) regulations set the baseline for training requirements for entry-level drivers applicable to school transportation. This applies to those seeking to:

- Class B CDL for the first time;
- Upgrade an existing Class C CDL to a Class B CDL; or
- Obtain a school bus (S), or passenger (P) for the first time.

The ELDT regulations are not retroactive; individuals who were issued a CDL or an S, P, or H endorsement prior to February 7, 2022 are not required to complete training for the respective CDL or endorsement.

If an applicant who obtained a CLP prior to February 7, 2022, and obtains a CDL before the CLP or renewed CLP expires, the applicant is not subject to the ELDT requirements.

Any individual who meets one of the exceptions for taking a skills test in 49 CFR Part 383 is also exempt from the ELDT requirements.

What is the Training Provider Registry (TPR)

The FMCSA Training Provider Registry retains a record of which CDL applicants have completed the new training and certification process outlined in the Entry-Level Driver Training (ELDT) regulations.

Only registered training providers will be able to submit certification of a driver's completion of entry-level driver training to the Training Provider Registry.

Can anyone be a Trainer for ELDT?

No. The ELDT requirements are established in 49 CFR 380.605 and are reflected in Colorado's Operation Rule.

6.0 School Transportation Entry Level Driver Instructor Requirements

6.1 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.

6.2 Pursuant to 49 CFR, Part 380.605, the CDE school transportation entry level theory instructor shall (1) possess a valid 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.

6.3 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.

6.4 Pursuant to 49 CFR, Part 380.605, the CDE school transportation entry level behind the wheel instructor shall (1) possess a valid 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.

6.5 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.

6.6 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.

6.7 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.

6.8 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).

How do I Become an ELDT Trainer?

We have several people across the state who can assist you with this process. The information on these individuals is located on the map on the CDE Transportation homepage (this is found under What's New).

Select and contact the trainer(s) closest to you to get this process started. There may be a fee associated with the training - this is set by the individual(s)/district(s) not CDE.

Once you have successfully passed your training, the ELDT instructor that you went through will send CDE your training scores. We will then send you an email that includes your trainer application. You are unable to train ELDT until we have received your application.

After we receive your application your trainer certificates and the ELDT training materials will be sent out to you via email. For your trainer file - keep a current copy of your driver's license and a copy of your CDE certificate(s). This file is to be provided to every location in which you train.

Please see the map on the CDE School Transportation Website to locate your nearest ELDT Instructor or Trainer. CDE Inspectors, Instructors, Testers, Bus Dealers Map with Contact Information

ELDT MATRIX

Current License	Class B ELDT Theory **AND** Behind the Wheel	ELDT Passenger Endorsement Theory **AND** Behind the Wheel	ELDT School Bus Endorsement Theory **AND** Behind the Wheel
Valid Class B CDL with Passenger and School Bus Endorsement	NO	NO	NO
Valid Operator License **(NO CDL)**	YES	YES	YES
Valid Class A CDL NO Passenger NO School Bus Endorsement	NO	YES	YES
Valid Class A CDL With Passenger Endorsement ONLY - NO School Bus Endorsement	NO	NO	YES
Valid Class A CDL With School Bus Endorsement ONLY - NO Passenger Endorsement	NO	YES	NO
Valid Class B CDL NO Passenger NO School Bus Endorsement	NO	YES	YES
Valid Class B CDL With Passenger Endorsement ONLY - NO School Bus Endorsement	NO	NO	YES
Valid Class B CDL With School Bus Endorsement ONLY - NO Passenger Endorsement	NO	YES	NO

COLORADO
Department of Education
School Finance and Operations Division

MOST COMMONLY USED FORMS

While all of the forms found on the CDE website are valuable, there are some listed that you may end up using more often than others and are often referenced by the "STU" name. Those are listed below. Note - the ones with the asterisk (*) after them are also found in electronic/fillable form.

STU-8

The STU-8 is the CDE pre-trip requirements for all small capacity vehicles (12 passengers and under). **Vehicles without air brakes or the Student Eight-way Light System**

COLORADO
Department of Education
School Finance and Operations Division

School Transportation Small Capacity Vehicle
(12 or less passengers)
Pre-Trip and Post-Trip Requirements (STU 8)
2023-2024

ALL ITEMS ON THIS CHECKLIST ARE MANDATORY. THE USE OF THIS SPECIFIC FORM IS NOT MANDATORY.

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

** Items highlighted in gray are not required for electric vehicles **

Front of Vehicle	*Rear of Vehicle*	*In Cab - continued*	*Post-Trip*
Light Lens Condition	Light Lens Condition	Service Brake	Student Check
Engine Compartment	Doors	Dome Lights	Walk Around
Oil Level	Tailpipe/Muffler	Emergency Kit	Articles left on the Bus
Coolant Level	*In Cab*	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		
Tire	Oil Pressure Gauge		
Inflation	Voltmeter Gauge		
Condition	Left Turn Signal		
Depth	Right Turn Signal		
Exterior Lights	Hazard Lights		
Hazard	Headlights		
Turn Signals	High Beams		
Brake	Horn		
Reverse lights	Heater(s)		
Driver/Fuel Area	Defroster		
Door	Mirrors		
Mirror	Windshield		
Fuel Tank	Wipers		
Fuel Leaks	Washers		
Fuel Cap	Parking Brake		
Trailer			
Tire	*Other Equipment*	*Load*	*Post-Trip*
Inflation	Hitch/Receiver	Load Securement	Walk Around
Condition	Coupler	Load Distribution	Damage Vandalism
Depth	Draw Bar	*Brakes*	Mechanical Problems
Exterior Lights	Electrical Plug and Cable	Controller	
Clearance	Jack/Tongue Support	Break-away	
Hazard	Safety Chains	*Wheels*	
Turn Signals	Mirror Extensions	Lug Nuts	
Brake		Axle Hub Oil Seal	

Mandatory
FORM # STU-8
EDAC APPROVED BIENNIAL STAMP
Approved 03/18/2022 for 2022-2024

COLORADO
Department of Education
School Finance and Operations Division

STU-9

The STU-9 is the CDE pre-trip requirements for all school transportation vehicles with a capacity rating of 14 or greater.

COLORADO
Department of Education
School Finance and Operations Division

School Transportation Vehicle (School Bus)
Pre-Trip and Post-Trip Requirements
(STU 9) 2023-2024

ALL ITEMS ON THIS CHECKLIST ARE MANDATORY. THE USE OF THIS SPECIFIC FORM IS NOT MANDATORY.

Per 1 CCR 301-26, 9.2 "The pre-trip and post-trip inspection requirements for school transportation vehicles, other than small capacity 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."

**** Items highlighted in gray are not required for electric vehicles****

Front of Vehicle	***Side of Vehicle***	***In Cab***	***Passenger Items***
Light Lens Condition	Light Lens Condition	Safety Belt	Steps
Engine Compartment	Reflectors	Fire Extinguisher	Handrail
Oil Level	***Driver/Fuel Area***	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	***Post-Trip***
Alternator	Fuel Cap	Oil Pressure Gauge	Student Check
Belt or Gear	***Under Vehicle***	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	***Suspension***	Hazard Lights	Mechanical Problems
Steering	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	
Front/Rear Brakes	Air Bag Mount	Mirrors	
Slack Adjustor	***Wheels***	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	
Tires	***Rear of Vehicle***	Dome Lights	
Inflation	Light Lens Condition	Emergency Door Alarm	
Condition	Reflectors	Emergency Window Alarm	
Depth	Splash Guard	Emergency Kit	
Exterior Lights	Emergency Door	Body Fluid Kit	
Clearance	***Air Brake Check***	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			

Mandatory
FORM # STU-9
EDAC APPROVED BIENNIAL STAMP
Approved 03/18/2022 for 2022-2024

The **STU-15*** (School bus operator) and **STU-16*** (small capacity vehicle operator) are annual forms, but do not have an EDAC stamp as these are blank test answer sheets.

STU-17*

The STU-17 document is a medical document to be filled out by small capacity vehicle drivers. IF there is any question in which the driver answers "yes" there must be a doctor's release to accompany the STU-17 in the driver qualification file.

COLORADO
Department of Education
School Finance and Operations Division

CDE Vehicle Operators Medical Information Form 2023-2024

Per 1 CCR 301-26, 5.02(c) and 5.03(f) The operator shall annually complete the CDE Vehicle Operators Medical Information Form (STU-17). Any yes annotations shall require a doctor's release.

Operator Name _____ Date _____

Do you currently, or have a history of any of the following conditions? **If yes is indicated on any of the listed questions below, a physician's release is required prior to transporting students in a school transportation small-capacity vehicle.**

Yes	No		Yes	No	
___	___	High Blood Pressure	___	___	Diabetes, Blood Sugar Problems
___	___	High Cholesterol	___	___	If yes, is it controlled with Oral Medication
___	___	Severe Depression, Anxiety,	___	___	If yes, is it controlled with Insulin
___	___	Nervous or Mental Health Disorders	___	___	Eye Disorders or Impaired Vision (except corrective lens)
___	___	Seizures or Epilepsy	___	___	Ear Disorders, Hearing Problems, Vertigo
___	___	Shortness of Breath, Chronic Cough	___	___	If yes, do you wear hearing aids

Yes	No		Yes	No	
___	___	Heart Disease, Heart Attack	___	___	Lung Disease, Emphysema, Asthma
___	___	Heart Surgery	___	___	Chronic Bronchitis
___	___	Heart Stents, Bypass, Stents	___	___	Kidney Disease, Kidney Stones
___	___	Pacemaker, Other Implantable Devices	___	___	Back Pain, Chronic Back Problems
___	___	Severe Digestive, Liver or Stomach Problems	___	___	Missing or Limited arm, hand, finger, leg, foot or toe use

Yes	No		Yes	No	
___	___	Head or Brain Injuries or Disorders	___	___	Stroke or Paralysis
___	___	Fainting or Dizziness	___	___	Mini Strokes (TIA), Numbness, Memory Loss
___	___	Loss or Altered State of consciousness	___	___	Blood Clots, Bleeding Disorders
___	___	Apnea (Breathing that has stopped)	___	___	Sleep Apnea, Daytime Sleepiness, Loud Snoring
		Other – Please Explain			

_____

I certify that the above information was provided voluntarily and is accurate and complete. I understand that inaccurate, false, or missing information will exclude me from driving a school transportation small capacity vehicle while transporting students.

Operator Printed Name _____ **Operator Signature** _____

COLORADO
Department of Education
School Finance and Operations Division

STU-25*

The STU-25 is the Annual Inspection affidavit that is required to be updated annually. This document shall be the current year and present in the vehicle and shall be maintained in the vehicle file. This document shall be used for ALL school transportation vehicles.

COLORADO
Department of Education
School Finance and Operations Division

Affidavit of Annual Inspection for School Transportation Vehicles
2023-2024

Inspecting Site Name _____

Inspecting Site Physical Address _____

Unit #_____Body_____Chassis_____Year _____

Odometer Mileage_____License Plate # _____

_____**Satisfactory** - All items inspected were found to be compliant

_____**Unsatisfactory** - not to be used for transporting students until re-inspected

Inspector signature_____ Inspector # _____

Date inspection completed _____

This inspection complies with **Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles, 1 CCR 301-26, and 49 CFR, 396.17 and appendix A.**

STU-25 Maintain copy in vehicle and a copy in vehicle file 11.02(a)

Mandatory
FORM # STU-25
EDAC APPROVED BIENNIAL STAMP
Approval 03/18/2025 for 2023-2024

COLORADO
Department of Education
School Finance and Operations Division

Affidavit of Annual Inspection for School Transportation Vehicles
2023-2024

Inspecting Site Name _____

Inspecting Site Physical Address _____

Unit #_____Body_____Chassis_____Year _____

Odometer Mileage_____License Plate # _____

_____**Satisfactory** - All items inspected were found to be compliant

_____**Unsatisfactory** - not to be used for transporting students until re-inspected

Inspector signature_____Inspector # _____

Date inspection completed _____

This inspection complies with **Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles, 1 CCR 301-26, and 49 CFR, 396.17 and appendix A.**

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STU-26*

The STU-26 is the Annual Inspection/Preventative Maintenance checklist used to verify that the vehicle has passed the CDE Annual Inspection. This is a two-page document that is required to be in the vehicle's file showing the completion and passing of the Annual Inspection.

COLORADO
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School Finance and Operations Division

CDE Annual Inspection/Preventative Maintenance Checklist
2023-2024

ALL ITEMS ON THIS CHECKLIST ARE MANDATORY. THE USE OF THIS SPECIFIC CHECKLIST IS NOT MANDATORY.

Inspection Site: _____

Model Year:_____Body:_____Chassis:_____License Plate: _____

Inspector Number(s):_____Inspector signature(s):_____

Previous Inspection Odometer:_____Date:_____Current Inspection Odometer: _____

Date Inspection Started: _____Date Inspection Completed:_____Unit #_____

Annual:_____ PM:_____ *** not required for PM** ***Inspector initials required only for multiple inspectors***
**** not required for EV**

Codes Required	A. Road Test Inspection	Inspect. Initials
	1. Check driver seat and seat belt for proper operation and condition	
	2. Check for steering play and binding. Steering column components	
	3. Check operation of instruments/gauges, indicator lights, warning systems, horns	
	4. Check windshield, mirrors, driver visor and hardware	
	5. Check windshield wiper/washer for proper operation	
	6. Check air system build time (depleted to fully charged) Maximum of 4 minutes	
**	7. Check retarder indicator lights, proper function	
	8. Air: Check governor **cut in**_____PSI **cut out**_____PSI	
	9. Air: Check with fully charged system (full brake application) Observegauge loss_____PSI	
	10. Check service brake: pedal free travel, adequate pedal height and reserve, ABS, booster operation (hydraulic) and brake action/operation, wear indicators. (hydraulic and air)	
	11. Perform brake valve check to include parking brake operation Low pressure warning light and buzzer actuate at _____PSI Park brake sets at_____PSI	
	12. Check information on registration form: Vin #, License Plate # for consistency	
	13. Pre-inspection Road Test	
Codes	**B. Under Hood Inspection**	**Initials**
**	1. Cable operation: e-brake, choke, throttle, kill cable, accelerator linkage and return spring	
	2. Inspect all brake, **fuel**, cooling and lubricant lines, fitting, electrical wiring for proper routing, clamping, signs of chafing, kinking, deterioration, or leaks	
**	3. Inspect exhaust system components, leakage, mounting, shields	
	4. Inspect compressor, inspect/replace air filter and/or air compressor filter element as needed	
	5. Check windshield washer fluid reservoir for leaks, mounting	
	6. Inspect radiator mounting, core, cap, water pump, fan, clamps, hoses, and shutters test and record coolant freeze point_____(-30F minimum)	
	7. Inspect alternator, tensioner, all drive belts, and pulleys for condition and adjust as required	
	8. Check fluid levels, Condition, and inspect for leaks	
	9. Inspect steering column, shaft, clamp bolts, and universal joints	
	10. Inspect power steering system and components, proper mounting, condition	
	11. Check brake master cylinder, fluid for condition, clarity, and proper level (hydraulic)	
Codes	**C. Interior Inspection**	**Initials**
	1. Check all heaters, defrosters, interior lighting, and electrical accessories for operation	
	2. Check all glass (windshield, windows, and dash) inspect window guides and latches	
	3. Emergency exits: operation, warning devices (buzzer), interlock, operation decals	
	4. Emergency equipment: fire extinguisher, first aid kit, belt cutter, body fluid cleanup kit	
	5. Check triangle reflectors, box mounting and seal	
	6. Check video system, PA system, 2-way radio for operation, child reminder	

Codes: 1 = Inspected 2 = Adjusted 3 = Repaired 4 = Replaced 5 = Rebuilt 6 = Lubricated 7 = N/A

STU-26 Completed copy to be placed in vehicle file. 12.3

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	7. Inspect seats, cushions, barriers, step well, handrails, flip seats	
	8. Check for and inspect special needs equipment, securements, and accessories	
	9. Inspect floor covering and trim, bulkhead, service door	
	10. Inspect interior for sharp projections, and securement of accessories	
Codes	**D. Under Vehicle Inspection**	**Initials**
	1. Inspect steering system: shaft, lock bolts, nuts, stops-looseness, damage, play, binding, clamping, signs of chafing kinking, deterioration, or leaks	
	2. Inspect front and rear suspension, springs, cross members, shackles, shocks, and frame brackets for looseness and damage	
	3. Inspect air ride suspension system and components if applicable	
	4. Inspect axle pinion and transmission flange for looseness, inspect propeller shaft for damage	
	5. Inspect u-joints, carrier bearings and guards for excessive wear or damage and visually inspect differential for leakage, mounting, fluid level and pinion cage bolts	
	6. Check air tanks/reservoirs, drier for mounting, moisture release valve and heater operation	
	7. Inspect transmission: linkage, **excessive leakage, change fluid and filters as needed **	
	8. Inspect auxiliary fuel system, fuel tank, mounting, cage, components, lines, leaks	
	9. Inspect body to frame clamps, insulators, and cowl hold-down bolts for looseness	
	10. Inspect engine and transmission mounts for looseness or deterioration	
	11. Inspect all brake, fuel, cooling and lubricant lines, fitting, electrical wiring for proper routing, clamping, signs of chafing, kinking, deterioration, or leaks	
	12. Optional equipment: auto-chains, sanders, coolant heaters, (adjustment, leaks and operation)	
**	13. Inspect exhaust system for leakage or looseness and proper supports, shields if required	
**	14. Clutch condition and components	
**	15. Driveline retarder components, mounting, wiring	
	16. Inspect air brake chambers, mounting, caging bolt dust cover/cap	
Codes	**E. Around Vehicle Inspection**	**Initials**
	1. Body condition, bumpers, tow hooks, numbering, lettering (damage)	
	2. Check exit door operation, adjustments, and seals	
	3. Check compartment doors, hinges, and latches	
	4. Check all exterior lights, mirrors, and reflectors (operation/visible)	
	5. Inspect batteries and tie downs, test batteries	
	6. Check operation and condition of stop arm	
	7. Inspect lift door, lift operation, warning system (if applicable) and symbols	
	8. Manual slack adjuster_____Automatic slack adjuster_____ Inspect slack adjusters and **Record Brake Stroke** (air brakes/applied method) **LF:**_____**RF:**_____**LR:**_____**RR:**_____(before disassembly) **LF:**_____**RF:**_____**LR:**_____**RR:**_____(after assembly)	
	9. Tires: condition, tread depth (minimum reading), matching	
	10. Tire PSI **LF:**_____**RF:**_____**LRO:**_____**LRI:**_____**RRO:**_____**RRI:**_____(before) Tire PSI **LF:**_____**RF:**_____**LRO:**_____**LRI:**_____**RRO:**_____RRI:_____(after)	
	11. Tread Depth **LF:**____/32 **RF:**____/32 **LRO:**____/32 **LRI:**____/32 **RRO**____/32 **RRI:**____/32	
	12. Wheels: size, width, type, valve stems, studs, lug nuts	
*	13. Remove wheels inspect linings, and brake components	
	14. Inspect front and rear wheel seal areas for any leakage (oil or brake fluid)	
	15. Check hydraulic: Wheel cylinders, calipers, valves, lines, drums/rotors	
*	16. Record brake shoe/pad lining readings (minimum reading) **LF**_____:_____/32 **RF**_____:_____/32 **LR**_____:_____/32 **RR**_____:_____/32 **LF**_____:_____/32 **RF**_____:_____/32 **LR**_____:_____/32 **RR**_____:_____/32	
*	17. Brake drum/rotor reading Manufacturer Spec: Front:_____Rear:_____ **LF:**_____**RF:**_____**LR:**_____**RR:**_____(reading at previous annual) **LF:**_____**RF:**_____**LR:**_____**RR:**_____(current reading)	
*	18. Air disc brake pad to rotor clearance **LF:**_____**RF:**_____**LR:**_____**RR:** _____	
	19. Post inspection road test	

Codes: 1 = Inspected 2 = Adjusted 3 = Repaired 4 = Replaced 5 = Rebuilt 6 = Lubricated 7 = N/A

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EDAC STAMP

The EDAC stamp is found on all of the required and annual forms that are available on the CDE website, with the exception of the annual test answer forms.

What is EDAC?

The Education Data Advisory Committee (EDAC) was implemented by the Colorado Department of Education (CDE) as required by Colorado State Law (22-2-304 C.R.S.) to review data demands placed on Colorado public education and:

- Review the statutory and regulatory data reporting requirements applicable to school districts and public schools and determine whether the benefits derived from the reports are outweighed by the increased administrative costs,
- Identify those statutory and regulatory data reporting requirements that are duplicative or obsolete,
- Notify districts of mandatory data requirements from rule or statute,
- Advise the department on the impact of data practices and technology on school districts and public schools

Where Can I Find the EDAC stamp?

The EDAC stamp should be placed on the documentation so that everyone knows that it is current and approved. If the document format allows, the EDAC stamp can be shown in the document footer, or will be near the bottom right corner of the page.

The information contained within the stamp, is the Form number and then the dates in which the stamp/form is valid.

When you are pulling your documents for the annual driver qualification file updates, please make sure that forms that you are using are current by verifying the EDAC stamp and the date range listed under the form title at the top of the page.

STAR REVIEWS

Per Section 3.0 "Non-Compliance" of the Operation Rules.

3.1 CDE will perform periodic School Transportation Advisory Review (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.

There are two separate reviews (Operations review and the Fleet/Maintenance of Vehicle review) that are conducted on a rotating basis, approximately every 3-5 years. When your school district, charter school, service provider is notified of the upcoming review, please have someone available to assist us in the review process.

If you receive a notification and the date and time do not work with your schedule, please **notify us immediately to inform us that you are not available for the scheduled time and we will reschedule.**

3.2 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.