

Qualification Files Documentation Requirements 2021-2022

School Bus/Multifunction/Motor Coach Qualification File (Prior to February 7, 2022)

- A. Job Description 4.01
- B. Current Copy of CDL License with proper class and endorsements 5.01(a)
- C. Current Copy of US DOT Medical Certificate 5.01(a)
- D. Current Motor Vehicle Record 5.01(c)
- E. Certificate of Receipt from School Bus/Multifunction/Motor Coach Guide 5.01(d)
- F. Current CDE Written Test for School Bus/Multifunction/Motor Coach 5.01 (f)
- G. Initial Driving Performance and Pre-Trip Test 5.01(g)
- H. Annual Driving Performance Test 5.01(g)
- I. Registration in the FMCSA Drug and Alcohol Clearinghouse
- J. Training Documentation
 - 1. Pre-Service Training 5.01(h)
 - 2. Drug and Alcohol Training (Fed 49 CFR Part 40)
 - 3. Mountain and Adverse Weather Training (5.01(h) (per CRS 14-4-1902)
 - 4. Confidentiality 4.06 and 5.01(h)
 - 5. Six (6) hours annual in-service training 5.01(e)5.
 - 6. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Training 5.01(i)
 - 7. Child Safety Restraint Systems (if applicable) 5.01(j)
 - 8. Wheelchair Securement (if applicable) 5.01(j)

School Bus/Multifunction/Motor Coach Qualification File (Effective February 7, 2022)

- A. Job Description 4.01
- B. Current Copy of CDL License with proper class and endorsements 5.01(a)
- C. Current Copy of US DOT Medical Certificate 5.01(a)
- D. Current Motor Vehicle Record 5.01(c)
- E. Certificate of Receipt from School Bus/Multifunction/Motor Coach Guide 5.01(d)
- F. Current CDE Written Test for School Bus/Multifunction/Motor Coach 5.01(f)
- G. Initial Driving Performance and Pre-Trip Test 5.01(g)
- H. Annual Driving Performance Test 5.01(g)
- I. Registration in the FMCSA Drug and Alcohol Clearinghouse
- J. Training Documentation
 - 1. **Entry Level Driver Theory and Behind the Wheel Training Class Certificate and training syllabus from TPR 5.01(k) (New CDL Operators Only)**
 - 2. Pre-Service Training 5.01(h)
 - 3. Drug and Alcohol Training (Fed 49 CFR Part 40)
 - 4. Mountain and Adverse Weather Training 5.01(h) (per CRS 14-4-1902)
 - 5. Confidentiality 4.06 and 5.01(h)
 - 6. Six (6) hours annual in-service training 5.01(e)
 - 7. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Training 5.01(i)



8. Child Safety Restraint Systems (if applicable) 5.01(j)
9. Wheelchair Securement (if applicable) 5.01(j)

Type A/ Multifunction/Small Vehicle ROUTE Qualification File

- A. Job Description 4.01
- B. Current Copy of Operator License with proper endorsements 5.02(a)
- C. Current Copy of US DOT Medical Certificate 5.02(c)
- D. Current Motor Vehicle Record 5.02(d)
- E. Current CDE Written Test for Type A/Multifunction/Small Vehicle ROUTE 5.02(g)
- F. Certificate of Receipt from Type A/Multifunction/Small Vehicle ROUTE 5.02(e)
- G. Initial Driving Performance and Pre-Trip Test 5.02(h)
- H. Annual Driving Performance Test 5.02(h)
- I. Training Documentation
 1. Mountain and Adverse Weather Training 5.02(i) (per 42-4-1902)
 2. Confidentiality 4.06 and 5.02(i)
 3. Six (6) hours annual in-service training 5.02(f)
 4. Pre-Service Training 5.02(i)
 5. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Training 5.02(j)
 6. Child Safety Restraint Systems (if applicable) 5.02(k)
 7. Wheelchair Securement (if applicable) 5.02(k)
 8. Trailer Towing (if applicable)

Type A/ Multifunction/Small Vehicle ACTIVITY Qualification File

- A. Current Copy of Operator License 5.03(a)
- B. Current Motor Vehicle Record 5.03(c)
- C. Current Copy of CDE STU-17 Multifunction/Small Vehicle Operator Medical Info Form 5.03(f)
- D. Certificate of Receipt from Type A/Multifunction/Small Vehicle 5.03(d)
- E. Current CDE Written Test for Type A/Multifunction/Small Vehicle 5.03(e)
- F. Job Description 4.01
- G. Initial Driving Performance and Pre-Trip Test 5.03(i)
- H. Training Documentation
 1. Mountain and Adverse Weather Training 5.03(g)
 2. Confidentiality 4.06 and 5.03(g)
 3. Pre-Service Training 5.03(g)
 4. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Information 5.03(h)
 5. Child Safety Restraint Systems (if applicable) 5.02(k)
 6. Trailer Towing 5.03(j)(if applicable)

Paraprofessional

- A. Job Description 4.01
- B. Training Documentation
- C. Pre-Service Training 5.04(a)
- D. Additional Training as required 5.05



Annual Inspector

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

***** New Effective February 7, 2022 *****

School Transportation Theory Entry Level Driver Instructor

- A. Current Copy of Operator License w/class B, S and P endorsement 6.02(a) **OR**
- B. Documentation verifying two (2) years of verifiable experience operating a CMV 6.02(b)
- C. CDE Certificate of Theory Instructor Class Completion 6.03
- D. CDE Theory Instructor Re-Certification Certificate (every 3 years) 6.03

School Transportation Behind the Wheel Entry Level Driver Instructor

- A. Current Copy of Operator License w/class B, S and P endorsement 6.04 (a) **OR**
- B. Documentation verifying two (2) years of verifiable experience operating a CMV 6.04(b)
- C. CDE Certificate of Behind the Wheel Instructor Class Completion 6.05
- D. CDE Behind the Wheel Instructor Re-Certification Certificate (every 3 years) 6.05

