RECORDS MANAGEMENT MANUAL SCHOOL DISTRICTS

SCHEDULE 8

TRANSPORTATION RECORDS

General Description: Records generally relating to the operation and maintenance of the school district's transportation program. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

- 1. Driver Qualification File to include but not limited to:
 - a. CDE school bus driver annual written test
 - b. CDE small vehicle driver annual written test
 - c. Driving performance testd. DOT medical report

 - e. Motor vehicle record check
 - f. First aid certificate
 - g. Commercial driving license (CDL) copy

Retention 6 years

- 2. Driver Qualification File Continued new hires:
 - a. Pre-service training record outline
 - b. Mountain driving written test
 - c. Adverse weather driving written test
 - d. CDL skills test

Retention Until driver resigns, is terminated or retires

- 3. Vahicle Maintenance File to include but not limited to:
 - a. Annual inspection form
 - b. Vehicle repair form
 - c. Preventive maintenance inspection form

Retention Life of the vehicle or 10 years

4. Daily Pre-Trip Inspection Sheets that verify the driver has completed the required inspections.

Retention 6 months

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5. **Emergency Evacuation Drills** that document the driver's knowledge and application of evacuation procedures.

Retention 3 years

6. **Emergency Evacuation Talk Checklist** that spell out the correct and proper procedures for students and teachers to follow in the event of an emergency.

Retention: 6 months

7. Transportation Service Hours that detail the schedule of service for the district's vehicles.

Retention 6 months

8. Drug and Alcohol Test Results that are required of transportation section employees.

Retention 5 years

9. **In-Service Training Record** that documents the annual training provided to each driver and maintenance person.

Retention 6 years

10. Fingerprint Reports from the Colorado Bureau of Investigation and FBI

Retention Until driver resigns, is terminated or retires

- 11. Annual Inspector Files that verify an inspector's competence in certain areas.
 - a. Initial certification
 - b. Hands on score sheets
 - c. Inspector written test
 - d. Re-certification sticker
 - e. Brake inspector qualifications

Retention Until inspector resigns, is terminated or retires