

## Qualification Files Documentation Requirements

2023-2024

### School Bus/Multifunction/Motor Coach Qualification File

- 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 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. Six (6) hours annual in-service training 5.01(e)
- j. Pre-Service Training Documentation
  - 1) Drug and Alcohol Training (Fed 49 CFR Part 40) \*
  - 2) 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. \*
  - 3) Mountain and Adverse Weather Training (per CRS 42-4-1902 5.01(h) \*
  - 4) Confidentiality Training C.R.S. 22-1-123, 22-32-109.3, 5.01(h) \*
  - 5) Mandatory Reporter Training C.R.S. 22-32-109(1)(z), 5.01(h) \*
  - 6) Pre-Service Training 5.01(h) \*
  - 7) Proper Use of Restraints on Students C.R.S. 22-32-147, 5.01(h) \*
  - 8) Current First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.01(i)
  - 9) Child Safety Restraint Systems 5.01(j) (if applicable) \*
  - 10) Wheelchair Securement (if applicable) \*
  - 11) All CDL operators trained on or after February 7, 2022, are required to have a copy of all certificates and all syllabi pertaining to the completion of the ELDT training, which meets most pre-service requirements 5.01(k) \*

**\* Indicates that it is a permanent file.**

### **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. 2023-2024 CDE Vehicle Operators Medical Information Form STU-17 5.02(c)
- d. Current Motor Vehicle Record 5.02(d)
- e. Certificate of Receipt 5.02(e) \*
- f. Current CDE Written Test for Type A/Multifunction/Small Vehicle **ROUTE** 5.02(g)
- g. Initial Driving Performance and Pre-Trip Test 5.02(h) \*
- h. Annual Driving Performance Test 5.02(h)
- i. Six (6) hours annual in-service training 5.02(f)
- j. Pre-Service Training Documentation
  - 1) Mountain and Adverse Weather Training per CRS 42-4-1902 5.02(i) \*
  - 2) Confidentiality Training C.R.S. 22-1-123, 22-32-109.3, 5.02(i) \*
  - 3) Mandatory Reporter Training C.R.S. 22-32-109(1)(z). 5.02(i) \*
  - 4) Pre-Service Training 5.02(i) \*
  - 5) Proper Use of Restraints on Students C.R.S. 22-32-147, 5.02(i) \*
  - 6) Current First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.02(j)
  - 7) Child Safety Restraint Systems 5.02(k) (if applicable) \*
  - 8) Wheelchair Securement (if applicable) \*
  - 9) Trailer Towing (if applicable) \*

- **Indicates that it is a permanent file.**

### **Type A/ Multifunction/Small Vehicle ACTIVITY Qualification File**

- a. Job Description 4.01 \*
- b. Current Copy of Operator License with proper endorsements 5.03(a)
- c. 2023-2024 CDE Vehicle Operators Medical Information Form STU-17 5.03(f)
- d. Current Motor Vehicle Record 5.03(c)
- e. Certificate of Receipt 5.03(d) \*
- f. Current CDE Written Test for Type A/Multifunction/Small Vehicle **ACTIVITY** 5.03(e)
- g. Initial Driving Performance and Pre-Trip Test 5.03(i) \*
- h. Pre-Service Training Documentation
  - 1) Mountain and Adverse Weather Training per CRS 42-4-1902 5.03(g) \*
  - 2) Confidentiality Training C.R.S. 22-1-123, 22-32-109.3, 5.03(g) \*
  - 3) Mandatory Reporter Training C.R.S. 22-32-109(1)(z) 5.03(g) \*
  - 4) Pre-Service Training 5.03(g) \*
  - 5) First Aid/Cardiopulmonary Resuscitation/Universal Precautions Information 5.03(h)
  - 6) Proper Use of Restraints on Students C.R.S. 22-32-147, 5.03(g) \*
  - 7) Child Safety Restraint Systems (if applicable) \*
  - 8) Wheelchair Securement (if applicable) \*
  - 9) Trailer Towing (if applicable) \*

**If an activity operator has completed the online class and has a copy of the Certificate of Completion that they print at the end of the class in their file, that covers most of the pre-service training requirements.**

### **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) \*

- **Indicates that it is a permanent file.**