

The logo consists of a stylized green tree on the left, a yellow sun in the center, and blue mountains at the bottom. A large, semi-circular shape in shades of pink and purple arches over the sun and mountains. The letters 'TM' are visible at the bottom right of the logo.

Welcome to School Transportation

2025

SCHOOL TRANSPORTATION UNIT

201 East Colfax Avenue, Denver, CO 80203

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



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

Colorado Department of Education School Transportation Unit

Sheldon Rosenkrance
Chief District Operations Officer
Rosenkrance_s@cde.state.co.us

Susan M. Miller Supervisor
School Transportation Unit
Miller_s@cde.state.co.us

Fred Stewart
Transportation Consultant
stewart_f@cde.state.co.us

Rebecca Sykes
Transportation Consultant
sykes_r@cde.state.co.us



Table of Contents

INTRODUCTION	2
ACKNOWLEDGMENTS	2
I GOT THE JOB - NOW WHAT?	6
NAVIGATING THE CDE SCHOOL TRANSPORTATION UNIT WEBSITE	7
School Transportation Home Page	7
<i>IMAGE 1: CDE SCHOOL TRANSPORTATION HOME PAGE</i>	7
<i>IMAGE 2: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.</i>	8
<i>IMAGE 3: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.</i>	8
<i>IMAGE 4: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.</i>	9
School Transportation Data Page	10
<i>IMAGE 5: CDE SCHOOL TRANSPORTATION DATA PAGE</i>	10
School Transportation Forms Page	11
<i>IMAGE 6: CDE SCHOOL TRANSPORTATION FORMS PAGE</i>	11
<i>IMAGE 7: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.</i>	12
<i>IMAGE 8: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.</i>	12
<i>IMAGE 9: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.</i>	13
<i>IMAGE 10: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.</i>	14
School Transportation Guidelines and Regulations Page	15
<i>IMAGE 11: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE</i>	15
<i>IMAGE 12: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE CONT.</i>	15
<i>IMAGE 13: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE CONT.</i>	16
School Transportation School Bus Fleet and Technicians Toolbox Page	17
<i>IMAGE 14: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.</i>	17
<i>IMAGE 15: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.</i>	18
<i>IMAGE 16: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.</i>	18
School Transportation Training Page	19
<i>IMAGE 17: CDE SCHOOL TRANSPORTATION SCHOOL TRAINING</i>	19
Transportation Advisory Council (TAC) Page	20
<i>IMAGE 18: CDE SCHOOL TRANSPORTATION SCHOOL TRANSPORTATION ADVISORY COUNCIL</i>	20
<i>IMAGE 19: CDE SCHOOL TRANSPORTATION SCHOOL TRANSPORTATION ADVISORY COUNCIL CONT.</i>	20
Contact Transportation Page	21
<i>IMAGE 20: CDE SCHOOL TRANSPORTATION SCHOOL CONTACT US</i>	21
REQUIRED DOCUMENTATION	22
School Bus/Multifunction/Motor Coach Qualification File	22
Type A Bus/Small Capacity Vehicle Route Operator	23



Type A Bus/Small Capacity Vehicle Activity Operator	24
LICENSE AND TRAINING MATRIX	25
FMCSA DRUG AND ALCOHOL CLEARINGHOUSE	26
What is the Drug and Alcohol Clearinghouse?	26
Are all drivers required to register with the Clearinghouse?	26
Is my district required to be registered with the Clearinghouse?	26
If I don't have CDL Operators is the Clearinghouse Required?	26
What is the difference between a Limited Query and a Full Query?	26
Do I have to purchase queries?	27
FEDERAL DRUG AND ALCOHOL FILES	28
OPERATOR GUIDES	29
WHAT IS OPERATION RULE?	30
WHAT ARE MINIMUM STANDARDS?	30
VEHICLE INFORMATION	31
What is a School Bus?	31
What is a Multifunction School Activity Bus? (MFSAB)	31
What are the Types of Buses?	32
<i>IMAGE 22: TYPE A SCHOOL BUS</i>	33
<i>IMAGE 23: TYPE A MFSAB</i>	33
<i>IMAGE 24: TYPE B SCHOOL BUS</i>	33
<i>IMAGE 25: TYPE C SCHOOL BUS</i>	34
<i>IMAGE 26: TYPE C MFSAB</i>	34
<i>IMAGE 27: TYPE D SCHOOL BUS</i>	34
What Vehicles are Required to Have a CDL Operator?	35
What Other Vehicles Can be Used to Transport Students?	35
VEHICLE MAINTENANCE	36
Annual Inspection - Operation Rule 11	36
Preventative Maintenance	36
Pre-Trip - Operation Rule 9	36
VEHICLE PURCHASES	37
What is the Certified Bus Manufacturer List?	37
Where Can I Find a List of All Certified Bus Dealers?	37
Prohibition 15 passenger vans	37
Minimum Standards Requirements	37
Who Do I Contact to Verify a Vehicle or for More Information?	37
STU-7 Used/New Dealer Registration	38
ANNUAL INSPECTOR	39
Who is an Annual Inspector?	39
What are the Requirements to Become an Annual Inspector?	39



Who Do I Contact to Start the Process?	39
What is a Brake Inspector Qualification Certification?	41
How do I Certify Two-Years Experience?	42
How do I Renew My Annual Inspector Certificate?	42
Annual Inspector Guide	42
Do I Need a Qualification File for an Annual Inspector?	42
What Forms do Annual Inspector's Use?	43
Where Can I Find an Annual Inspector?	43
HANDS-ON TESTER	44
What is a Hands-On Tester?	44
What Qualifications are Needed to Become a Hands-On Tester?	44
INSPECTION SITE	45
What is an Inspection Site Certificate?	45
What Criteria Does the Shop Need to Meet?	45
ENTRY LEVEL DRIVER TRAINING (ELDT)	46
What is the ELDT?	46
What is the Training Provider Registry (TPR)	46
Can anyone be a Trainer for ELDT?	46
How do I Become an ELDT Trainer?	48
ELDT MATRIX	49
MOST COMMONLY USED FORMS	50
STU-8	50
STU-9	51
STU-17*	52
STU-25*	53
STU-26*	54
EDAC STAMP	56
What is EDAC?	56
Where Can I Find the EDAC stamp?	56
STAR REVIEWS	57

I GOT THE JOB - NOW WHAT?

Congratulations on your new position! The world of school transportation may seem vast and daunting, but it can be incredibly rewarding. This resource guide contains the information you need to get started on your new journey. However, there is always more information out there for you to discover.

We will cover driver qualification files, vehicle files, required documentation and information, where to find important references and more. To begin, let's explore the CDE School Transportation Unit website - it will become your newest best friend.

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

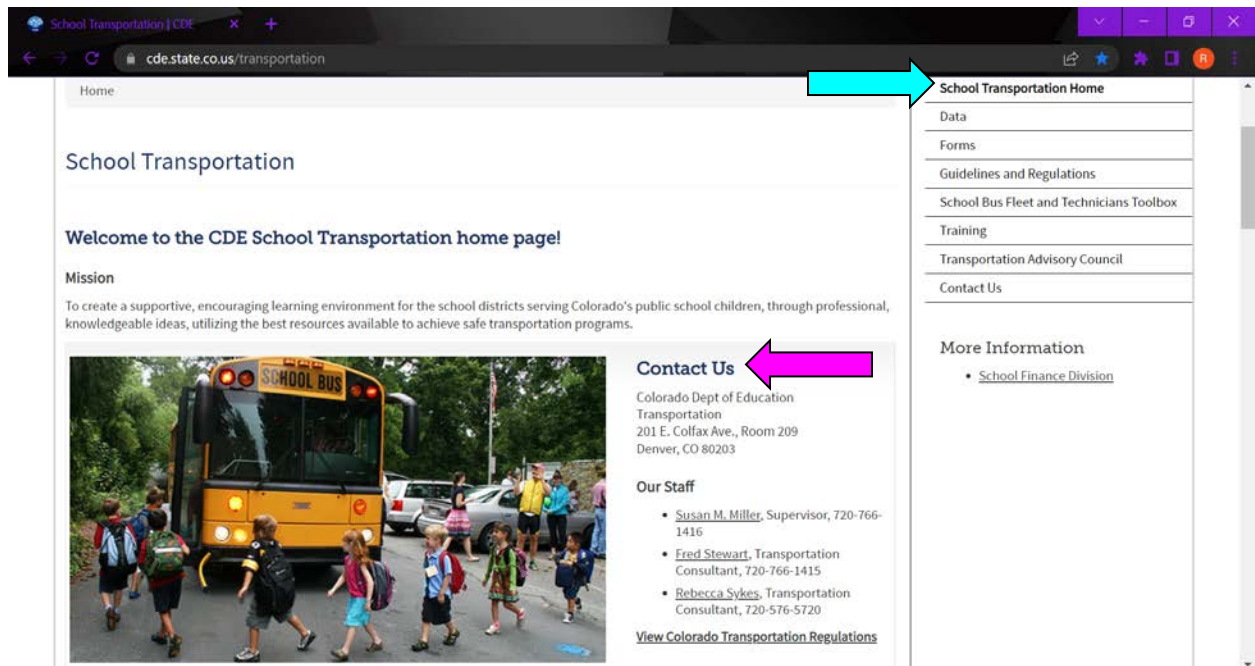


IMAGE 1: CDE SCHOOL TRANSPORTATION HOME PAGE

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.

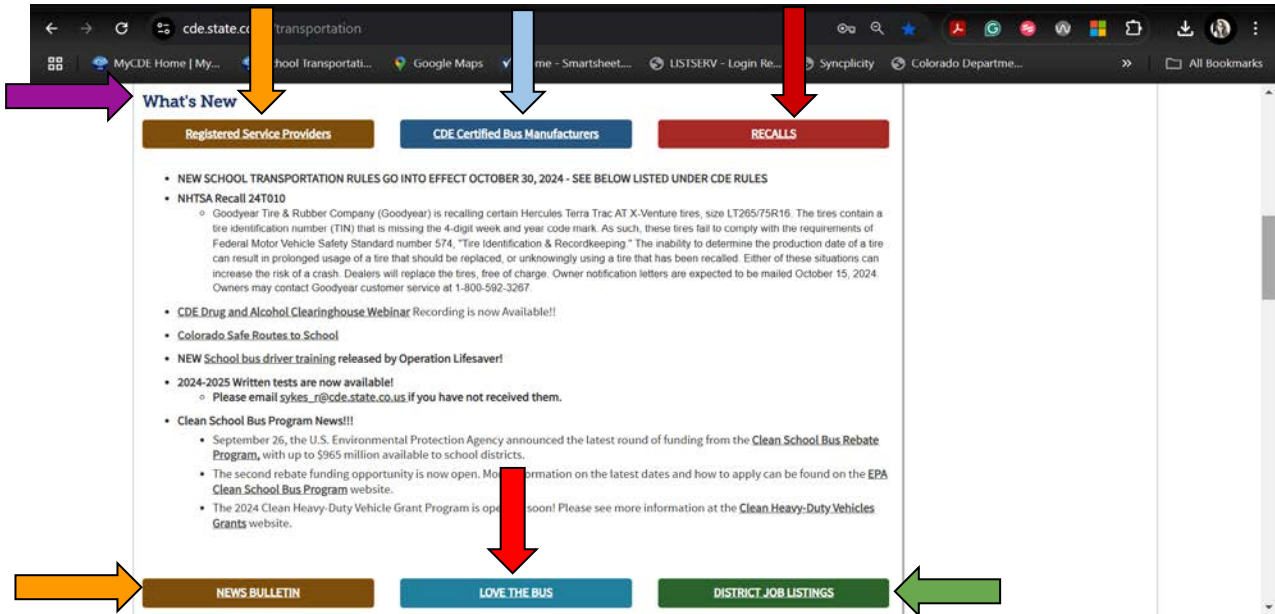


IMAGE 2: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.

The **What's New** area gives highlights of current or important notices that pertain directly to school transportation. The **Registered Service Providers** are a list of service providers who have had STAR reviews completed by CDE. 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. The **Love the Bus** campaign is a national campaign to honor bus drivers and school transportation departments. **District Job Listings** are the listings of available transportation jobs in school districts and charters across the State.

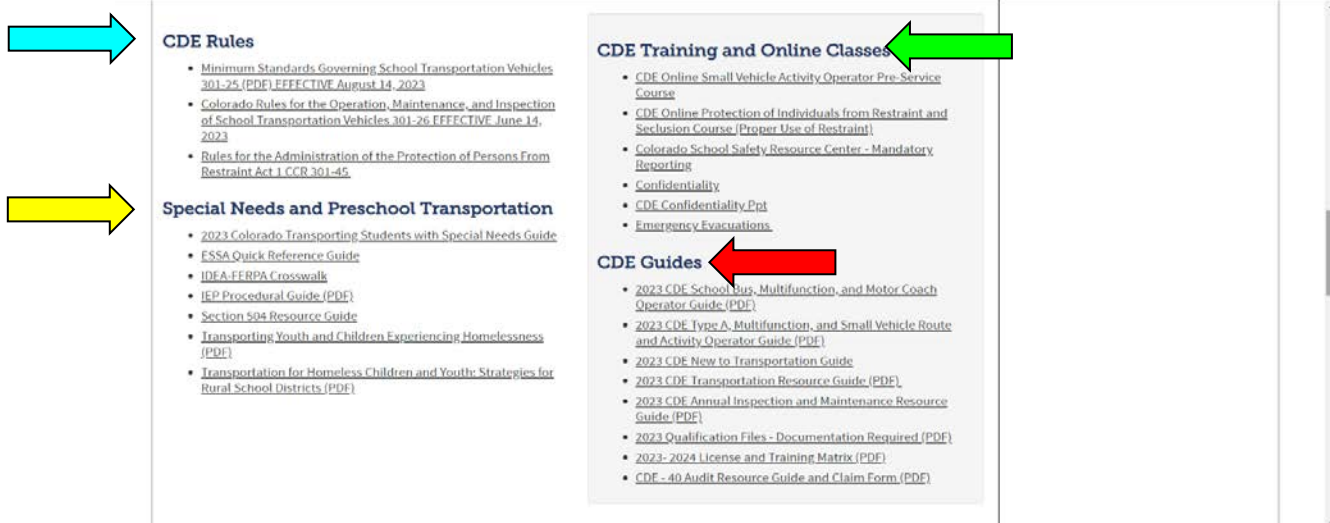


IMAGE 3: CDE SCHOOL TRANSPORTATION HOME PAGE CONT.



The **CDE Rules** section contains 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, which establish requirements for each school transportation department to follow.

The **Special Needs and Preschool Transportation** section contains information regarding the transportation of the most fragile riders. It also has Federal resources for transporting students who fall into these categories.

The **CDE Training and Online Classes** section contains information about the Small Vehicle Online course and other online training opportunities for you or your drivers. This also 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 **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 for information on who can train the Entry Level Driver Training (ELDT) in your area and other areas of the State. It also provides 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.



Colorado State Pupil Transportation Association (CSPTA)

CSPTA Resources

- [Colorado State Pupil Transportation Association \(CSPTA\) Homepage](#)
- [2013 CSPTA Technicians Reference Manual \(PDF\)](#)

Additional Resources

- [Clarifications and Concerns on Railroad Crossings in the State \(DOC\)](#)
- [Colorado Child Passenger Safety Law](#)
- [Colorado Department of Transportation Restrictions and Maps](#)
- [Colorado Interactive Driver History \(DOC\) \(MVR Service\)](#)
- [Colorado Safe Routes to School](#)
- [Colorado School Safety Guide](#)
- [Colorado Traction Law Updates](#)
- [First Aid and CPR Clarification from Public Health and Environment \(PDF\)](#)
- [Guide to Fines for Cellphone Usage While Driving](#)
- [Kansas Illegal Passing Survey](#)
- [National Congress on School Transportation](#)
- NHTSA (National Highway Traffic Safety Administration)
 - [Child Restraint Systems on School Bus \(NHTSA\)](#)
 - [NHTSA - School Bus Driver In-Service Refresher Modules](#)
 - [Registration Instructions](#)
 - [Overview of Curriculum](#)
- [Operation Lifesaver](#)
- [School Bus Facts.com](#)
- [School Bus Stop Risk Assessment Tool](#)
- [School Finance home page - CDE](#)
- [Seat Belt Requirements for school buses](#)

Review Schedule
[2023-2024 Tentative STAR Reviews](#)

IMAGE 5: 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 **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

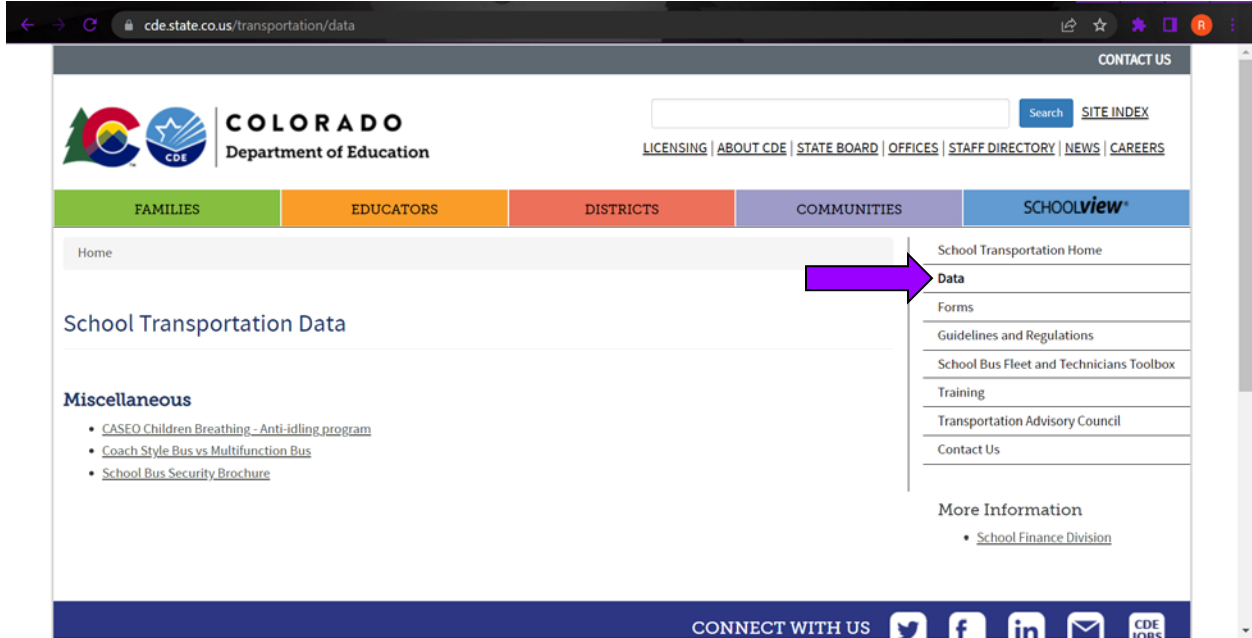


IMAGE 6: CDE SCHOOL TRANSPORTATION DATA PAGE

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

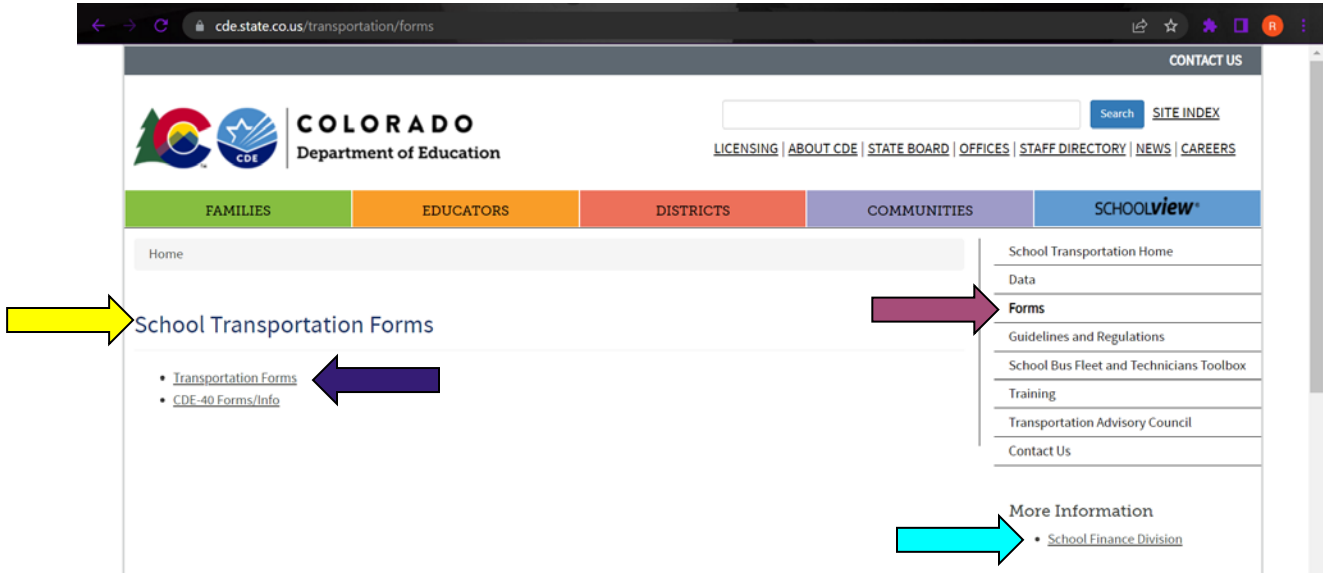


IMAGE 7: CDE SCHOOL TRANSPORTATION FORMS PAGE



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**.

Forms

NEW 2024-2025 Forms

- [Motor Vehicle Driver Record Request form](#)
- [STU-5 Application for Qualification/Recertification of FLDT Theory Instructors](#)
- [STU-6 Application for Qualification/Recertification of FLDT Behind the Wheel Instructors](#)
- [STU-7 New and Used School Bus Dealer Registration Form \(PDF\)](#)
- [STU-8 Small Vehicle Pre and Post-Trip Requirements \(PDF\)](#)
- [STU-9 School Bus/Multifunction/Motor Coach Pre and Post-Trip Requirements \(PDF\)](#)
- [STU-10 Hands-On Test Scoring Instructions \(PDF\)](#)
- [STU-13 Annual Inspector Test Answer Sheet \(PDF\)](#)
- [STU-15 School Bus/Multifunction/Motor Coach Bus Operator Written Test Answer Sheet \(PDF\)](#)
- [STU-16 Type A/Multifunction/Small Vehicle/Route Operator Written Test Answer Sheet \(PDF\)](#)
- [STU-17 Multifunction/Small Vehicle Operators Medical Information Form \(PDF\)](#)
- [STU-18 Introduction to the Hands-On Performance Test \(PDF\)](#)
- [STU-19 Annual Inspector Hands-On Tester Checklist \(PDF\)](#)
- [STU-20 Application for Annual Inspector Qualification or](#)

NEW 2024-25 Fillable Forms

- [Motor Vehicle Driver Record Request form](#)
- [ESTU-5 Application for Qualification/Recertification of FLDT Theory Instructors](#)
- [ESTU-6 Application for Qualification/Recertification of FLDT Behind the Wheel Instructors](#)
- [ESTU-7 Used School Bus Dealer Registration Form \(PDF\)](#)
- [ESTU-15 School Bus/Multifunction/Motor Coach Bus Operator Written Test Answer Sheet \(PDF\)](#)
- [ESTU-16 Type A/Multifunction/Small Vehicle/Route Operator Written Test Answer Sheet \(PDF\)](#)
- [ESTU-17 Multifunction/Small Vehicle Operators Medical Information Form \(PDF\)](#)
- [ESTU-20 Application for Annual Inspector Qualification or Recertification \(PDF\)](#)
- [ESTU-22 Application for Inspecting Site Certification \(PDF\)](#)
- [ESTU-24 Brake Inspector Qualification Certificate \(PDF\)](#)
- [ESTU-25 Affidavit of Annual Inspection for School Transportation Vehicles \(PDF\)](#)
- [ESTU-26 Annual Inspection/Preventative Maintenance Checklist \(PDF\)](#)
- [ESTU-27 Trailer Annual Inspection/Preventative Maintenance](#)

Forms
Guidelines and Regulations
School Bus Fleet and Technicians Toolbox
Training
Transportation Advisory Council
Contact Us
More Information
• School Finance Division

IMAGE 8: 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.



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.

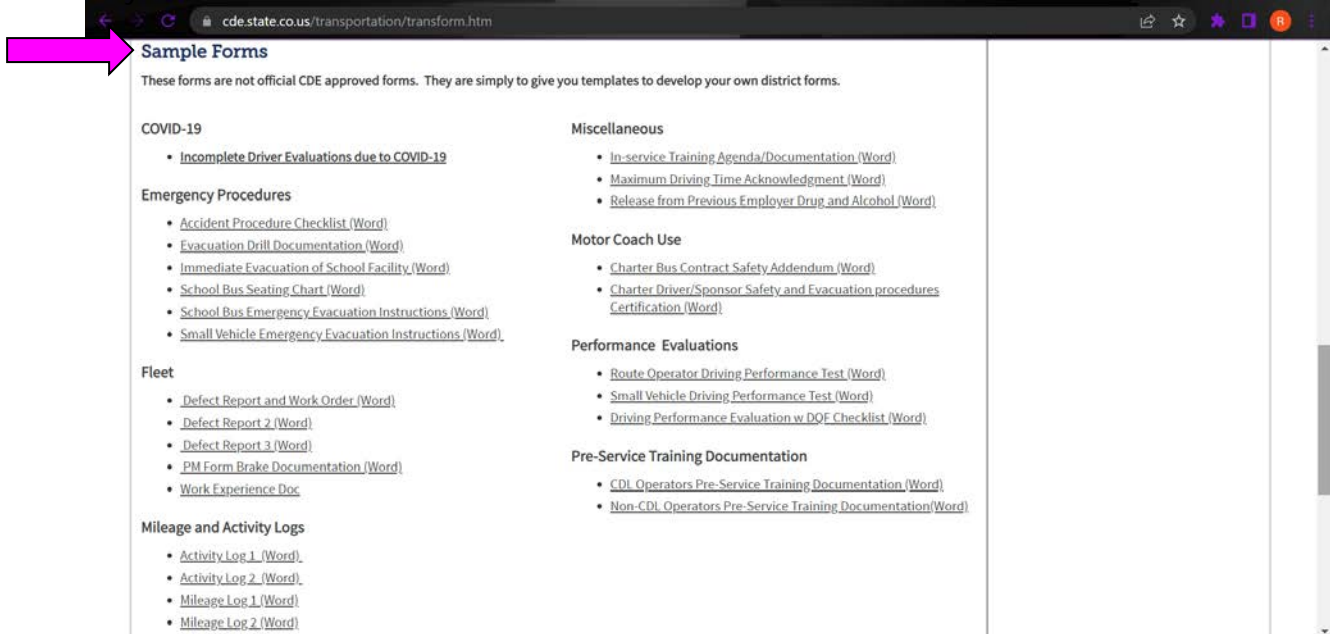


IMAGE 9: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.

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

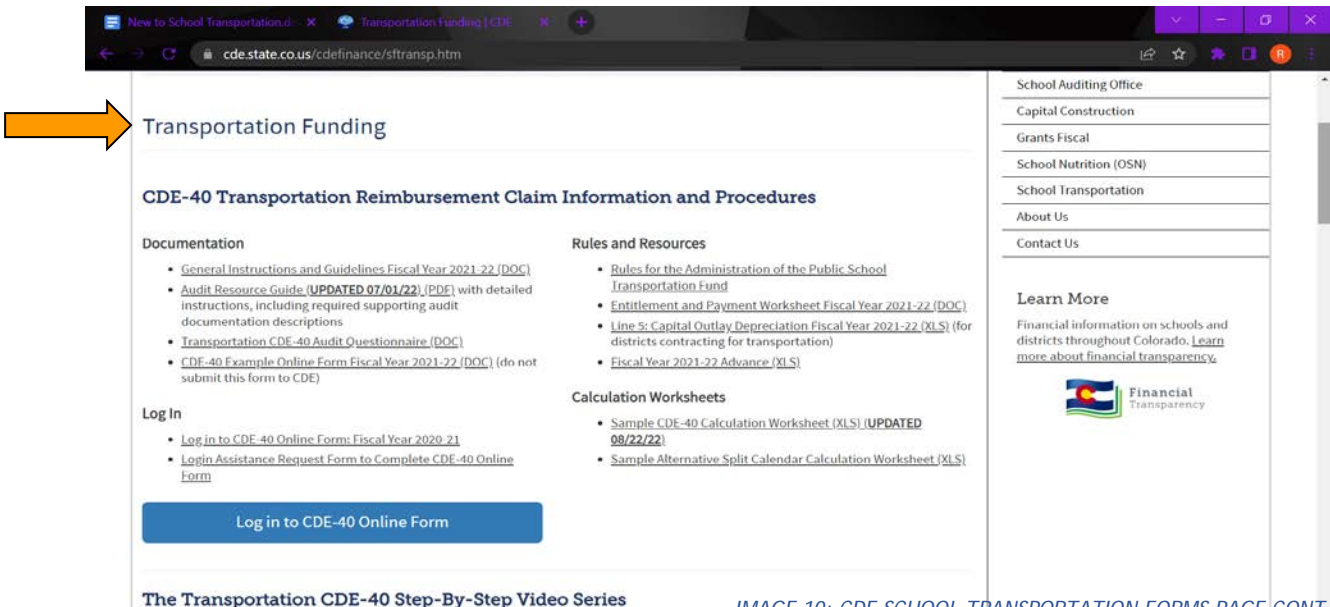


IMAGE 10: CDE SCHOOL TRANSPORTATION FORMS PAGE CONT.

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 Rules, and more.

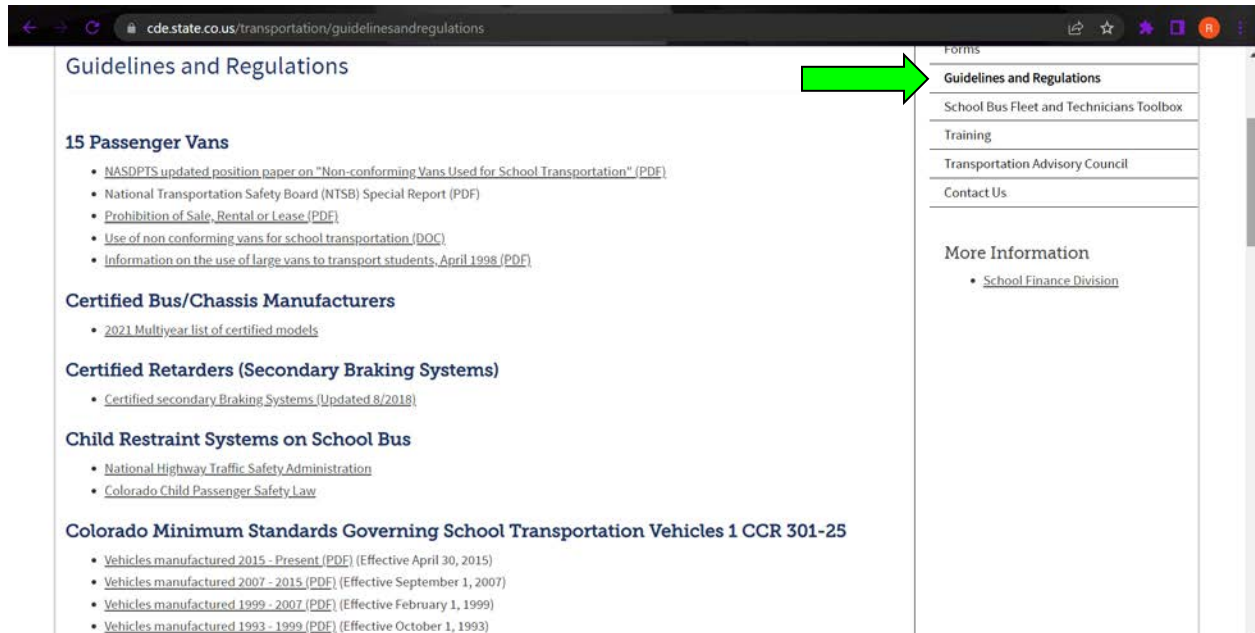


IMAGE 11: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE

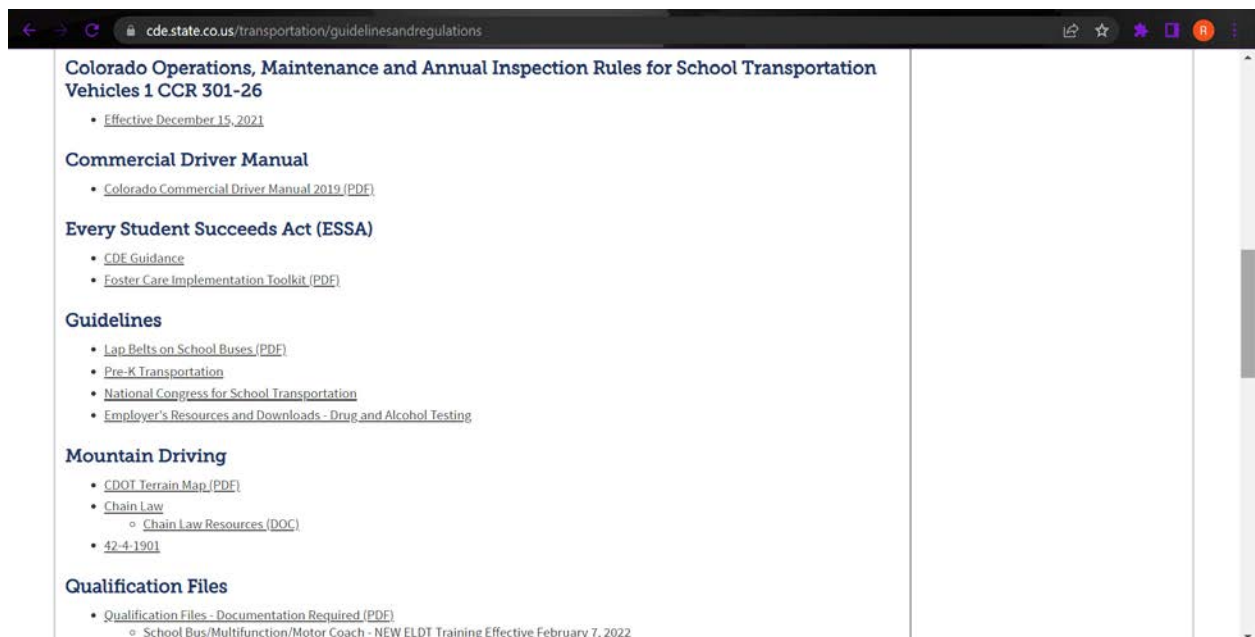


IMAGE 12: CDE SCHOOL TRANSPORTATION GUIDELINES AND REGULATIONS PAGE CONT.



Record Retention

- [Drug and Alcohol Record Retention \(DOC\)](#) as per U.S. Department of Transportation

Registered Used Bus Dealers

- [Registered Used Bus Dealers \(PDF\)](#)

Regulatory

- [CDE Transportation Regulations](#)
- [Colorado Revised Statutes \(PDF\)](#)
- [School District Transportation Authority \(PDF\)](#)
- [2020 Model Traffic Code for Colorado \(PDF\)](#)
- [Colorado Commercial Driver Manual 2019 \(PDF\)](#)

Rules Concerning the Implementation of the Safe Routes to School Program 2 CCR 601-19

- [Safe Routes \(PDF\)](#)

Rules Governing Authorized Service Vehicles on Public Streets, Highways, and Roadways 2 CCR 601-20

- [Service Vehicles \(PDF\)](#)

Special Education

- [2019 Colorado Student Transportation Disabilities Manual \(PDF\)](#)
- [IEP Procedural Guide \(PDF\)](#)
- [Information Report - Sharing Student Health and Medical Information with School Transporters - Peggy A. Burns, Esq. \(PDF\)](#)

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.

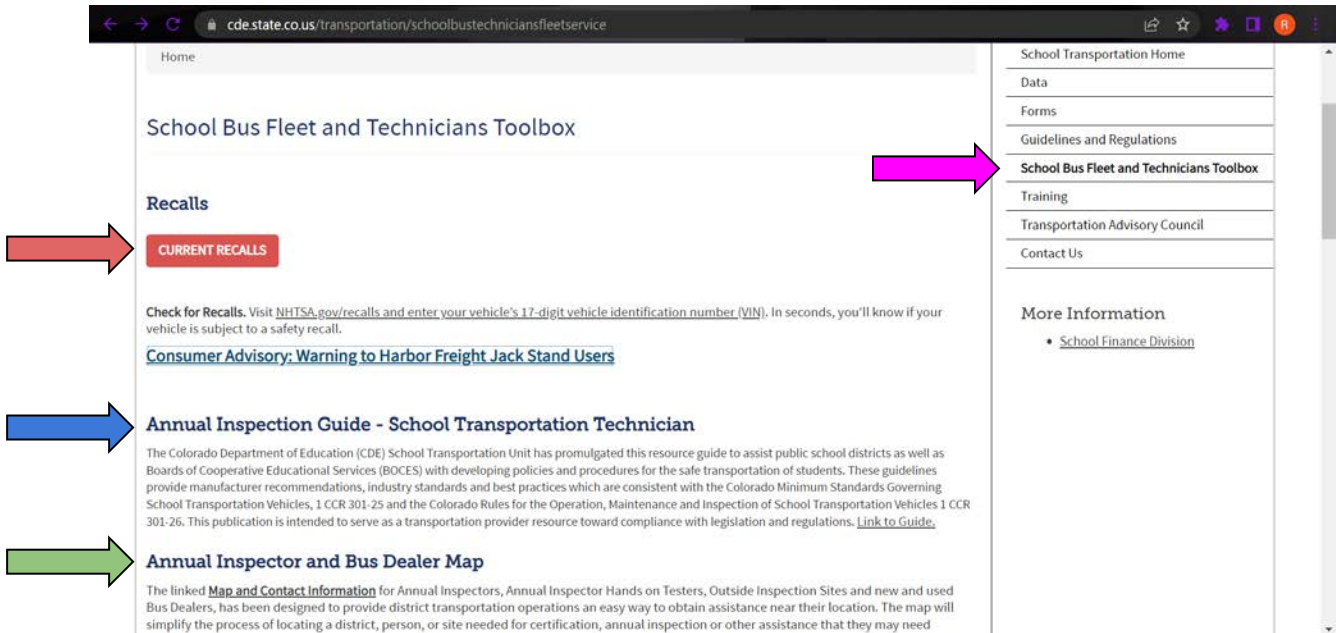


IMAGE 14: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.

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.

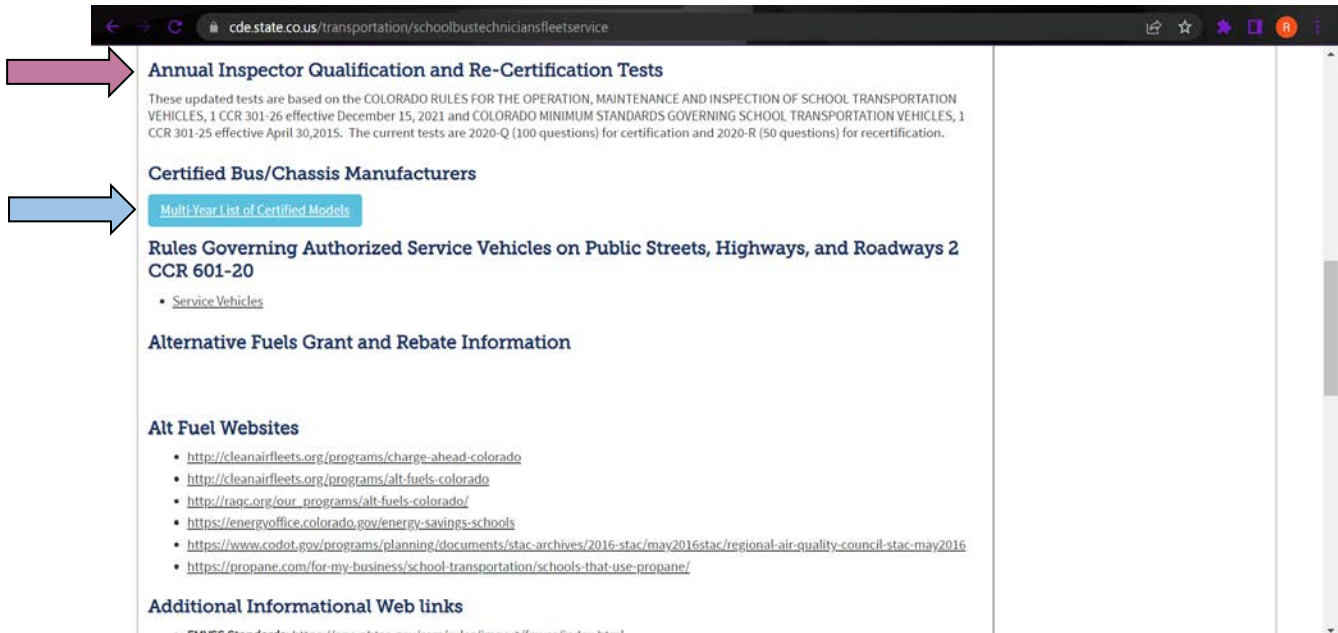


IMAGE 15: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.

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.

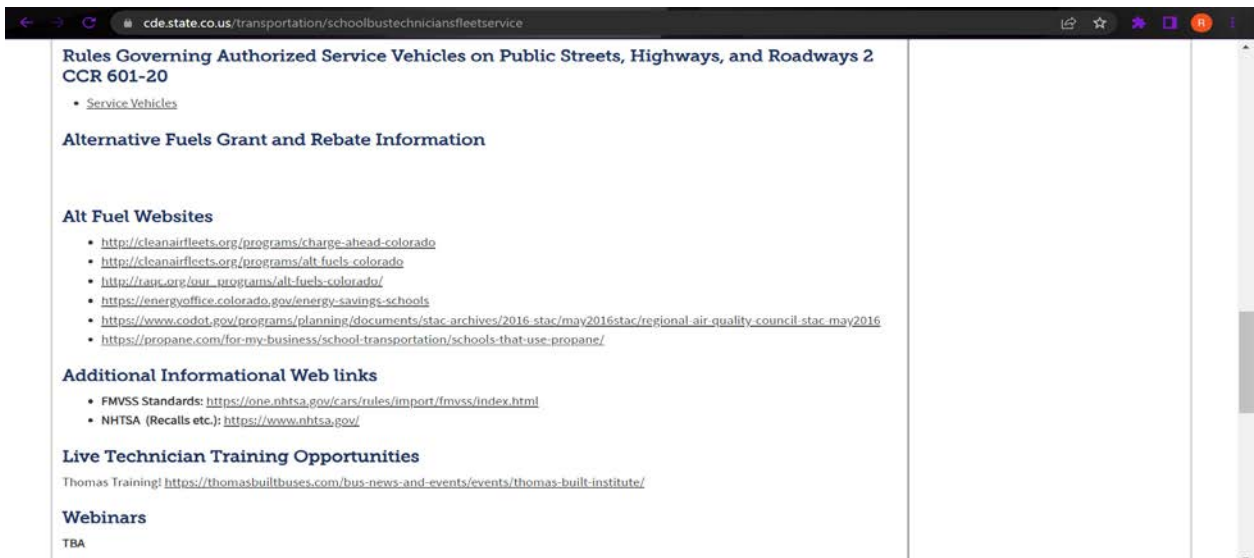


IMAGE 16: CDE SCHOOL TRANSPORTATION SCHOOL BUS FLEET CONT.

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.

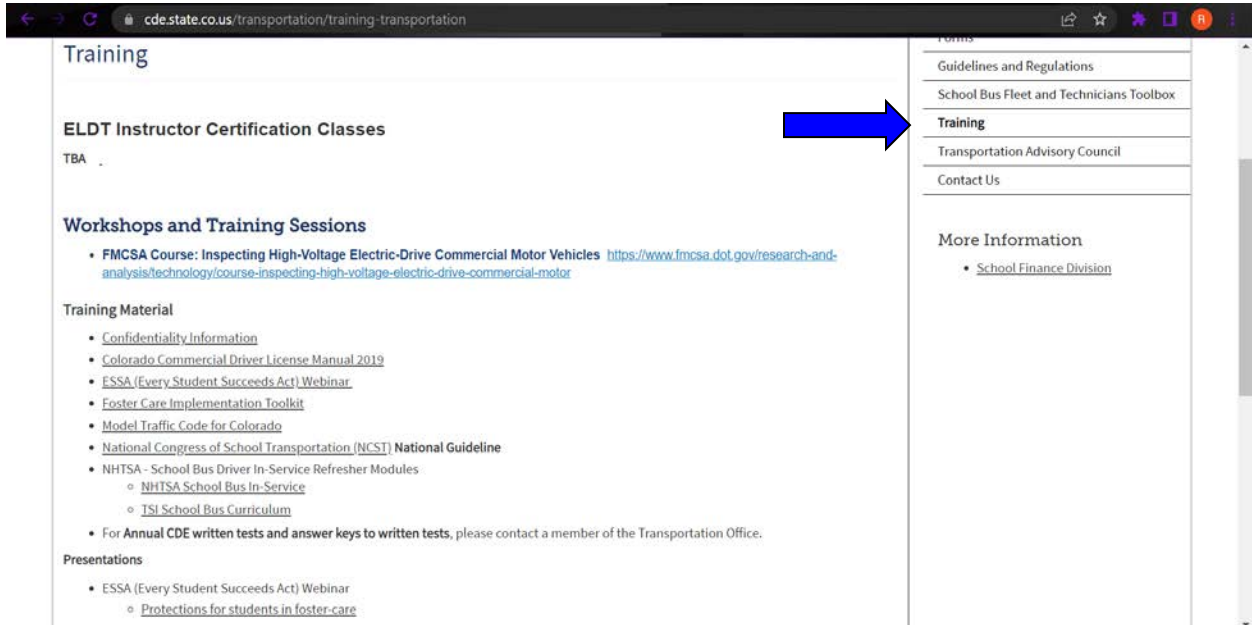


IMAGE 17: CDE SCHOOL TRANSPORTATION SCHOOL TRAINING



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.

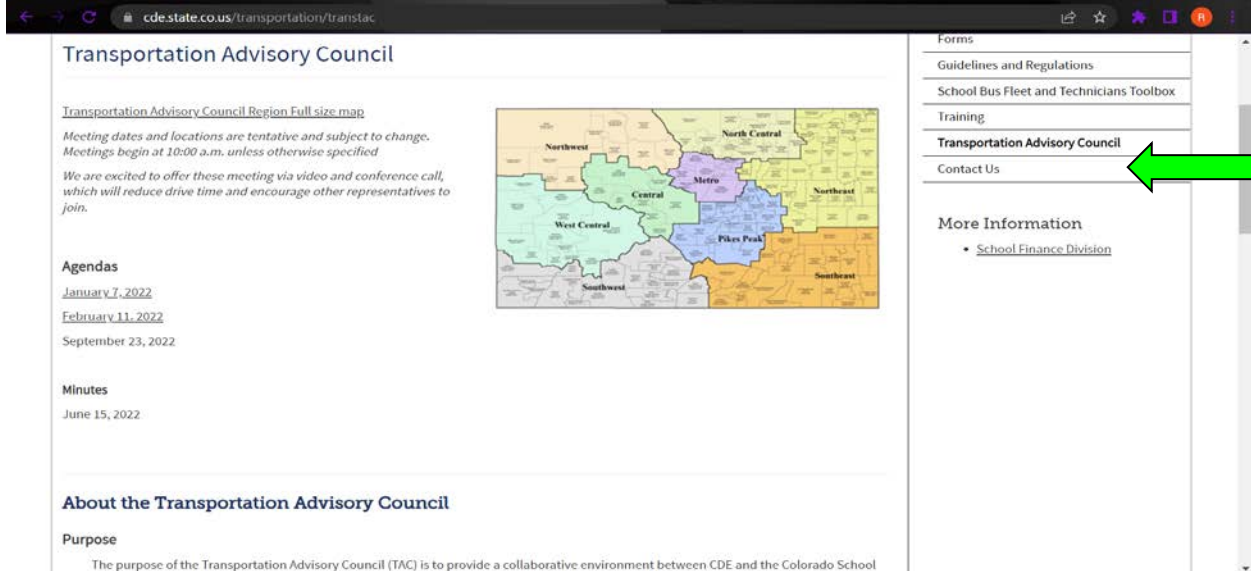


IMAGE 18: CDE SCHOOL TRANSPORTATION SCHOOL TRANSPORTATION ADVISORY COUNCIL

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.

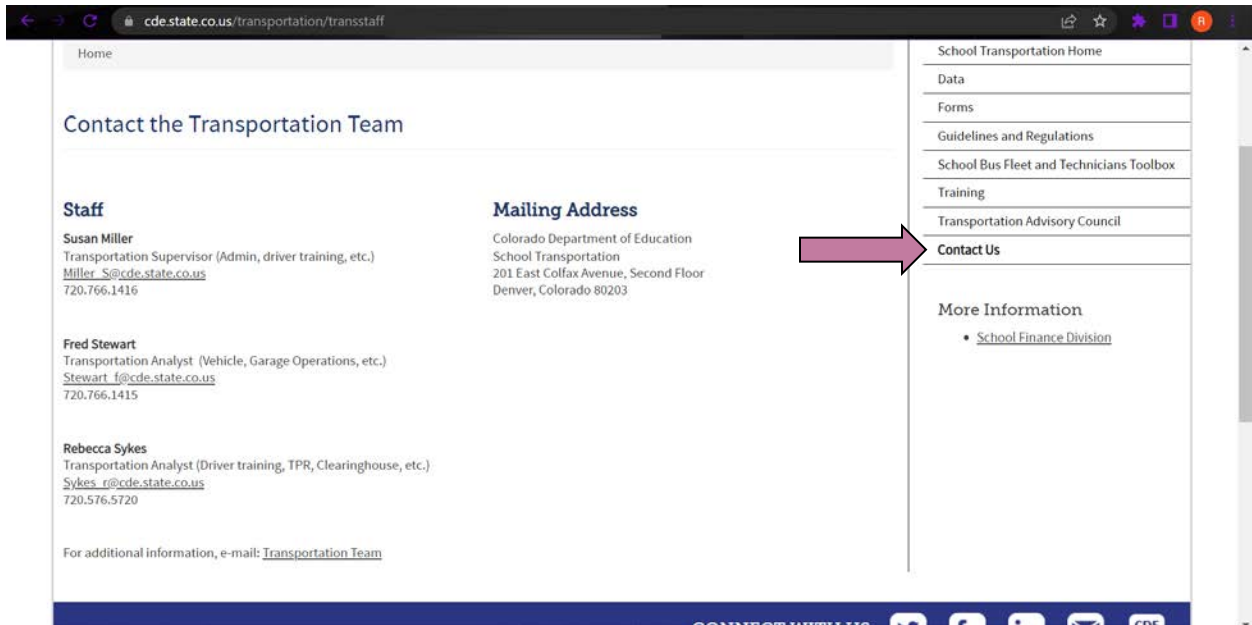


IMAGE 20: CDE SCHOOL TRANSPORTATION SCHOOL CONTACT US



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 Operator CDE Driver Qualification File.

Permanent File

- Job Description 4.1*
- 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) 4.3*
 - Mountain and Adverse Weather Training (CRS 14-4-1902) 5.01(h)*
 - 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(j)*
 - 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. 5.01(k)*
 - 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. 4.3*

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
- Six (6) hours annual in-service training 5.01(e)
- Current CDE Written Test for School Bus/Multifunction/Motor Coach 5.01(f)
- Annual Driving Performance Test 5.01(g)
- 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 4.1*
- Certificate of Receipt from Type A/Multifunction/Small Capacity Vehicle ROUTE 5.02(e)*
- Initial Driving Performance and Pre-Trip Test 5.02(h)*
- Training Documentation 5.02
 - Mountain and Adverse Weather Training (42-4-1902) 5.02(i)*
 - Confidentiality 4.06 and 5.02(i)*
 - Mandatory Reporter Training 5.02(i)*
 - Pre-Service Training 5.02(i)*
 - Proper Use of Restraint (if applicable) 5.02(k)*
 - 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 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(d)
- Six (6) hours annual in-service training 5.02(f)
- Current CDE Written Test for Type A/Multifunction/Small Vehicle ROUTE 5.02(g)
- Annual Driving Performance Test 5.02(h)
- First Aid/Cardiopulmonary Resuscitation/Universal Precautions Training 5.02(j)



Type A Bus/Small Capacity Vehicle Activity Operator

Permanent File

- Job Description 4.1*
- Certificate of Receipt from Type A/Multifunction/Small Capacity Vehicle ACTIVITY 5.03(d)*
- Training Documentation 5.03(g)
 - Mountain and Adverse Weather Training (42-4-1902) 5.03(g)*
 - Confidentiality 4.06 and 5.03(g)*
 - Mandatory Reporter Training 5.03(i)*
 - Pre-Service Training 5.03(g)*
 - Proper Use of Restraint (if applicable) 5.03(k)*
 - Child Safety Restraint Systems (if applicable) 5.03(k)*
 - Wheelchair Securement (if applicable) 5.03(k)*
 - Trailer Towing (if applicable) 5.03(j)*
- Initial Driving Performance and Pre-Trip Test 5.03(i)*

Annual File Updates

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



Paraprofessional

Permanent File

- Job Description 4.1*
- Certificate of Receipt from Paraprofessional Guide 5.04(c)*
- Training Documentation 5.04(b)
 - Confidentiality 4.06 and 5.04(b)*
 - Mandatory Reporter Training 5.04(b)*
 - Pre-Service Training 5.04(b)*

Annual File Updates

- Current Copy of valid photo identification 5.04(a)
- Current Copy of CDE STU-17 5.04(d)
 - Any "Yes" answers SHALL have a doctor's release in the file.
- First Aid/Cardiopulmonary Resuscitation/Universal Precautions TRAINING 5.04(e)

Operators and Paraprofessionals of Special Needs

Permanent File

- Job Description 4.1*
- Training Documentation 5.04(b)
 - Confidentiality 4.06 and 5.06(a)*
 - Pre-Service Training 5.06(b)*
 - Disabling Conditions 5.06(b)*
 - Utilization of Required Equipment 5.06(b)*
 - Behavior Modification and De-escalation Techniques 5.06(b)*
 - Legal Requirements related to Special Needs 5.06(b)*
 - Training on Operating the Power Lift 5.06(d)*
 - Proper Placement and Securement on the Power Lift 5.06(d)*
 - Training on selecting the correct securement point(s) on wheelchairs 5.06(e)*
 - The proper use of the wheelchair tie-down occupant restraint system (WTORS) 5.06(e)*
 - The proper use of restraints on students, and the proper use of all Child Safety Restraint Systems (CSRS) 5.06(e)*
 - Proper maintenance and storage of all assistive and securement devices 5.06(e)*

Annual File Updates

- Emergency Evacuation Procedures 5.06(c)

LICENSE AND TRAINING MATRIX

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



COLORADO
Department of Education
School Finance and Operations Division

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.

Where can I find more information?

We have a webinar on our website that will take you from account creation through pulling your queries and placing the document in your driver qualification files. Please look under the CDE Online and Trainings portion of the CDE Transportation Homepage.



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.

7.10(a)Exception: Per 1 CCR 301-26, 19.1, Type A Multifunction buses may be used to transport students to and from school, school to school for route purposes and activities. See Section 19.11(c).

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

It's worth noting that there are different types of school buses, and not all of them require a Commercial Driver's License (CDL) to operate, even if there are students on board. The requirement for a CDL depends on the vehicle's Gross Vehicle Weight Rating (GVWR) and passenger capacity, rather than the color of the bus.

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

Pre-Trip - Operation Rule 10.0

10.0 Pre-trip/Post-trip Vehicle Inspections

- 10.1 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 the daily operation of each vehicle.
- 10.2 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).
- 10.3 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).
- 10.4 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.

Annual Inspection - Operation Rule 12.0

12.0 Annual Inspection

- 12.1 School districts, charter schools, and service providers shall ensure all school transportation vehicles and trailers, pursuant to 1 CCR 301-26, have a CDE annual inspection conducted by a CDE-certified annual inspector prior to transporting students and annually thereafter.
 - 12.01(a) Recently purchased school transportation vehicles shall successfully pass a CDE annual inspection prior to transporting students, and then annually thereafter.
- 12.2 Annual inspection results shall be documented on the CDE Affidavit of Annual Inspection for School Transportation Vehicles Form (STU-25).
 - 12.02(a) A copy of the current Affidavit must be maintained inside the vehicle, and a copy must be placed in the vehicle file.
- 12.3 All annual inspection criteria of school transportation vehicles must meet or exceed the 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).

- 12.4 All annual inspection criteria of trailers must meet or exceed the 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).
- 12.5 During the annual inspection, all four wheels shall be pulled for a full inspection of the foundation brake system. The three exceptions are:
 - 12.05(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 that are different from those pulled for the previous inspection.
 - 12.05(b) School transportation vehicles equipped with a retarder meeting the specifications outlined in 1 CCR 301-25-32.02(b), shall have two wheels (one front and one rear) pulled that are different from those pulled for the previous inspection.
 - 12.05(c) Trailers, pursuant to 1 CCR 301-26-13.11, shall have 50% of the wheels pulled different from those pulled for the previous inspection.

Preventative Maintenance - Operation Rule 13.0

13.0 Maintenance and Repair

- 13.1 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.
- 13.2 School districts, charter schools, and service providers shall have a system to document preventative maintenance, reported defects, and repairs made to school transportation vehicles.
- 13.3 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.
- 13.4 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:
 - 13.04(a) Could affect the safety of operation of the school transportation vehicle;
 - 13.04(b) Could result in a mechanical breakdown of the school transportation vehicle;
 - 13.04(c) Results in noncompliance with Colorado Minimum Standards Governing School Transportation Vehicles (1 CCR 301-25) and/or manufacturer's specifications.



- 13.5 Documentation for reported defects must include all the following:
- 13.05(a) The name of the school district, charter school, or service provider;
 - 13.05(b) Date and time the report was submitted;
 - 13.05(c) All damage, defects, or deficiencies of the school transportation vehicle;
 - 13.05(d) The name of the individual who prepared the report.
- 13.6 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.
- 13.7 School districts, charter schools, and service providers shall not transport students in a school transportation vehicle that 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.
- 13.07(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.
- 13.8 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.
- 13.9 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.
- 13.09(a) The inspection interval shall not exceed 4,000 miles for buses equipped with a manual slack adjuster air brake system.
 - 13.09(b) The inspection interval shall not exceed 6,000 miles for buses equipped with an automatic slack adjuster air brake system.
- 13.10 The preventive maintenance inspection interval of air disc brake systems shall not exceed 6,000 miles and shall include, at a minimum; inspection and documentation:
- 13.10(a) The pad thickness by checking the mechanical wear indicators.



- 13.10(b) The visible part of the rotors for cracks, excessive wear, damage, etc.
- 13.10(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.
- 13.11 The preventive maintenance inspection interval of hydraulic brake systems shall not exceed 6,000 miles and shall include, at a minimum, inspection and documentation of:
 - 13.11(a) Proper parking brake operation;
 - 13.11(b) Proper brake fluid level and clarity;
 - 13.11(c) Adequate pedal reserve;
 - 13.11(d) Proper hydraulic/vacuum assist operation; and
 - 13.11(e) Visual inspection for brake fluid leakage.
- 13.12 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 396.25.
- 13.13 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 in the maintenance and repair of electric vehicles.



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 of 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 whether 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.

STU-7 Used/New Dealer Registration



**New and/or Used School Bus Dealers Registration
School Transportation Unit
2024-2025**

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 October 30, 2024.

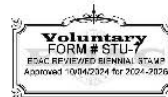
And

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



According to Colorado Minimum Standards 1 CCR 301-25 section 3.4, 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?

8.0 School Transportation Annual Inspector Requirements

- 8.1 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?

- 8.2 School transportation annual inspectors shall meet or exceed the following requirements:

- 8.02(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.
- 8.02(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.
- 8.02(c) The school transportation annual inspector shall have at least two years of verifiable experience in the maintenance of light, medium, or heavy-duty vehicles.
- 8.02(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.
- 8.02(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.
- 8.02(e)(1) When the test is given in paper format, a representative of the school district, charter school, or service provider, other than a school transportation annual inspector candidate, shall grade the written test when the test is given in paper format.

Who Do I Contact to Start the Process?

Once you have all of the documents found in Operation Rule 4.1, 8.02 (a-c) (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 8.02(e) and 8.02(e)(1) that will be



provided by Mr. Stewart and complete the initial hands-on performance test.

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.

8.3 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.



Application for Annual Inspector Qualification or Recertification 2024-2025

Name of Applicant: (Please Print) Inspector #: (Recertification Only)
Applicant Email Address: Phone:
Name of Inspection Site: Phone:
Mailing Address: City:
Zip Code: Supervisor Email Address:

Certification for Small Vehicle Only Yes No

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

- 8.02(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.
8.02(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 396.25.
8.02(c) The school transportation annual inspector shall have at least two years of verifiable experience in the maintenance of light, medium, or heavy-duty vehicles.
8.02(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.
8.02(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.
8.02(e) (1) When the test is given in paper format, a representative of the school district, charter school, or service provider, other than a school transportation annual inspector candidate, shall grade the written test.
8.02(f) The school transportation annual inspector shall have training on the maintenance of electric vehicles prior to inspecting an electric vehicle. Per 8.02(f) 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, 48.2, and 8.02(f), 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





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?

To renew or recertify your Annual Inspector Certificate, you must complete the STU-20 (application shown on page 44), take the CDE annual inspector recertification written test, and send both to Fred Stewart.

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 whether 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.

- Signed Job Description 4.1
- Current Copy of Operator License 8.02(a)
- Brake Inspector Qualification Certificate 49 CFR 396.25 and 8.02(b)
- Documentation verifying two (2) years of experience 8.02(c)
- CDE initial hands-on performance test 8.02(d)
- CDE Annual Inspector written test 8.02(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 ZEE-Map on the CDE School Transportation website's 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?

9.0 Annual Inspector Hands-On Tester

9.1 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?

9.2 School transportation annual inspector hands-on testers shall meet or exceed the following requirements:

9.02(a) The school transportation annual inspector hands-on tester shall have a current CDE Annual Inspector certificate and maintained it for a minimum of two years.

9.02(b) The school transportation annual inspector hands-on tester shall have satisfactorily completed a CDE school transportation annual inspector hands-on tester training.

9.02 (c) The school transportation annual inspector hands-on testers shall have completed a minimum of four hours of 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.

9.02(d) The school transportation annual inspector hands-on tester candidate shall submit a CDE Application for the Qualification/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.

9.02(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.

9.3 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 9.02(b). [Annual Inspector Hands-On Performance Test Score Sheet](#)

INSPECTION SITE

What is an Inspection Site Certificate?

11.0 Inspection Site Certification

11.1 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?

11.2 The inspection site shall meet or exceed the following criteria to acquire and maintain an inspection site certificate:

11.02(a) The inspection site shall be large enough to accommodate the vehicle, equipment, and tools necessary to perform the inspection.

11.02(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.

11.02(c) The inspection site shall have adequate lighting and ventilation.

11.02(d) The inspection site or inspector shall, at the time of inspection, have the equipment and tools necessary to properly complete the annual inspection.

11.02(e) The inspection site or inspector shall have tools designed and calibrated to take accurate readings of appropriate measurements, such as brakes and tires.

11.3 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.

11.4 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, 380.605, the CDE school transportation entry-level theory instructor shall (1) possess a valid commercial driver's license with a 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 a 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, 380.605, the CDE school transportation entry level behind the wheel instructor shall (1) possess a valid commercial driver's license with a Class B (or higher), and 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 a Class B (or higher), and 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 that 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 Forms (STU-5 and STU 6) 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 <u>AND</u> Behind the Wheel	ELDT Passenger Endorsement Theory <u>AND</u> Behind the Wheel	ELDT School Bus Endorsement Theory <u>AND</u> 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



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 document showing 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****



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

2024-2025

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 **

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



To determine what constitutes out-of-service criteria for each item on this form, refer to the CDE Annual Inspection Guide, which is located on the CDE Transportation website.





STU-9

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



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

2024-2025

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****

<i>Front of Vehicle</i>	<i>Side of Vehicle</i>	<i>In Cab</i>	<i>Passenger Items</i>
Light Lens Condition	Light Lens Condition	Safe Start	Steps
<i>Engine Compartment</i>	Reflectors	ABS	Handrail
Oil Level	Driver/Fuel Area	Temperature Gauge	Step Light
Coolant Level	Door	Oil Pressure Gauge	Lift
Power Steering Fluid	Mirror	Voltmeter Gauge	Seating Secured
Water Pump	Fuel Tank	Air Gauge	
Belt or Gear	Fuel Leaks	Left Turn Signal	<i>Post-Trip</i>
Alternator	Fuel Cap	Right Turn Signal	Student Check
Belt or Gear	<i>Under Vehicle</i>	Hazard Lights	Walk Around
Air Compressor	Drive Shaft	Headlights	Articles left on the Bus
Belt or Gear	Exhaust System	High Beams	Open windows/doors
Leaks	Frame	Horn	Damage/Vandalism
Hoses	<i>Suspension</i>	Heater(s)	Mechanical Problems
<i>Steering</i>	Springs	Defroster	Operational Problems
Box	Spring Mount(s)	Mirrors	
Hoses	Shock(s)	Windshield	
Pitman Arm	U-Bolts	Wipers	
Drag Link	Air Bag	Washers	
<i>Front/Rear Brakes</i>	Air Bag Mount	Parking Brake	
Slack Adjuster	<i>Wheels</i>	Service Brake	
Brake Chamber	Rim	Dome Lights	
Brake Hose or Line	Lug Nuts	Emergency Door Alarm	
Drum or Disk	Axle Hub Oil Seal	Emergency Window Alarm	
Linings or Pads	Spacers	Student Mirror	
<i>Tires</i>	<i>Rear of Vehicle</i>	Communications	
Inflation	Light Lens Condition		
Condition	Reflectors	<i>Emergency Equipment</i>	
Depth	Splash Guard	Emergency Kit	
<i>Exterior Lights</i>	Emergency Door	Body Fluid Kit	
Clearance	<i>Air Brake Check</i>	Seat Belt Cutter	
Hazard	*1 Compressor	Safety Belt	
Turn Signals	*2 System Leaks	Fire Extinguisher	
Overhead Amber	*3 Low Air Warning	Electrical Fuses	
Overhead Red	*4 Valve Set or Hydraulic Brake	Triangles	
Stop Arm (including operation)			* If No Air Brakes Line Out
Brake			
Tail			



To determine what constitutes out-of-service criteria for each item on this form, refer to the CDE Annual Inspection Guide, which is located on the CDE Transportation website.

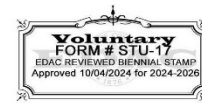




The STU-15* (School bus operator) and STU-16* (small capacity vehicle operator) are annual forms, but do not have an EDAC stamp as these are blank test answer sheets.

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.



Vehicle Operators Medical Information Form 2024-2025

Per 1 CCR 301-26, 5.02(c),-5.03(f), and 5.04(d) The operator and paraprofessional 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	High Blood Pressure	Yes	No	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	Heart Disease, Heart Attack	Yes	No	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	Head or Brain Injuries or Disorders	Yes	No	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/Paraprofessional Printed Name _____ Operator/Paraprofessional Signature _____



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.



**Affidavit of Annual Inspection for School
 Transportation Vehicles
 2024-2025**

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)



**Affidavit of Annual Inspection for School
 Transportation Vehicles
 2024-2025**

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

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)





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
 Department of Education
 School Finance and Operations Division
CDE Annual Inspection/Preventative Maintenance Checklist 2024-2025

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 Require	A. Road Test Inspection	Inspect
	1. Check the driver seat and seat belt for proper operation and condition	
	2. Check for steering play and binding. Steering column components	
	3. Check the 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 and proper function	
	8. Air: Check governor cut in _____ PSI cut out _____ PSI	
	9. Air: Check with a fully charged system (full brake application) Observe gauge 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 the information on the 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 the compressor, inspect/replace the air filter and/or air compressor filter element as	
	5. Check windshield washer fluid reservoir for leaks, mounting	
	6. Inspect radiator mounting, core, cap, water pump, fan, clamps, hoses, and shutters test and	
	7. Inspect the alternator, tensioner, all drive belts, and pulleys for condition and adjust as	
	8. Check fluid levels, Condition, and inspect for leaks	
	9. Inspect the 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	

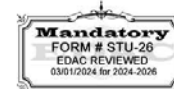
Codes: 1 = Inspected 2 = Adjusted 3 = Repaired 4 = Replaced 5 = Rebuilt 6 = Lubricated 7 = N/A





	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	
	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	
	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)	
	9. Tires: condition, tread depth (minimum reading), matching	
	10. Tire PSI LF: _____ RF: _____ LRO: _____ LRI: _____ RRO: _____ RRI: _____ (before)	
	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



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

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 with these rules.

3.01(a) CDE will provide school districts, charter schools, and service providers with 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, CDE ELDT hands-on trainer, 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 training and tests have not been properly conducted.



COLORADO
Department of Education
School Finance and Operations Division

DEPARTMENT OF EDUCATION

Colorado State Board of Education

COLORADO RULES FOR THE OPERATION, MAINTENANCE, AND INSPECTION OF SCHOOL TRANSPORTATION VEHICLES

1 CCR 301-26

1.0 Statement of Basis and Purpose

- 1.1 Colorado law provides for the State Board of Education to adopt and enforce regulations governing the safe operation of school buses and school transportation vehicles used for the transportation of students pursuant to C.R.S. 22-51-108 and 42-4-1904.
- 1.2 The purpose of these rules is to adopt and enforce regulations governing the reasonable and adequate standards of safety for the operation, maintenance, and inspection of school transportation vehicles that promote the welfare of the students and afford reasonable protection to the public. These rules are designed to align with federal laws and standards, state laws and standards, reflect current industry practices, and incorporate recommendations from school districts, charter schools, and service provider transportation professionals.
- 1.3 The Commissioner, or designee, may provide an exemption to the Rules for the Operation, Maintenance, and Inspection of School Transportation Vehicles to the extent the Commissioner finds an exemption to be appropriate.

2.0 Applicability of Rules

- 2.1 These rules and regulations apply to the operation, maintenance, and inspection of all public-school transportation conducted by:
 - 2.01(a) A school district, charter school, or service provider for routes (home to school, school to school, and school to home); and
 - 2.01(b) A school district, charter school, or service provider for activity trips (school-related events).
 - 2.01(c) As used in these Rules, “service provider” means a company or individual that exclusively transports students from home to school, school to school, and school-related events that is hired by a school district or charter school.
- 2.2 These rules are not intended to include:
 - 2.02(a) Private motor vehicles used exclusively to carry members of the owner’s household.
 - 2.02(b) Transportation arrangements not authorized by the school district, charter school, or service provider, including but not limited to sharing of actual gasoline expense or participation in a car-pool;

- 2.02(c) The operations of vehicles in bona fide emergencies consistent with policies of the local board of education;
 - 2.02(d) Transportation conducted by an individual for activity trips (school-related events), including parent volunteers and coaches or teachers using a private motor vehicle; or
 - 2.02(e) Transportation provided by a company or individual as part of their operation as a common carrier (RTD, taxi, limousine, etc.) or transportation network company operating pursuant to C.R.S. 40-10.1-602, under the jurisdiction of the US Department of Transportation or the Public Utilities Commission; except that such service providers (other than public transit) that are contracted to provide route transportation carrying 12 or more students per route shall comply with these Rules without regard to the operator's status as a common carrier.
- 2.3 These rules shall not preclude a school district, charter school, or service provider from establishing a more rigid standard or policy when deemed necessary by the local board of education or service provider.
- 3.0 Non-Compliance**
- 3.1 CDE will perform periodic School Transportation Advisory Reviews (STAR) of school districts, charter schools, and service providers to evaluate and assist with compliance with these rules.
- 3.01(a) CDE will provide school districts, charter schools, and service providers with 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.
- 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, CDE ELDT hands-on trainer, 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, CDE ELDT hands-on trainer, 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 training and tests have not been properly conducted.

4.0 School District, Charter School, and Service Provider Responsibilities

- 4.1 School districts, charter schools, and service providers shall outline job responsibilities and develop job qualification standards for each school transportation vehicle operator and school transportation paraprofessionals, annual inspector, and school transportation entry-level driver instructor, consistent with federal and state regulations. A copy of these requirements shall be provided to each school transportation vehicle operator, annual inspector, school transportation entry-level driver instructor, and paraprofessional upon employment. A signed copy shall also be maintained in the applicable qualification file.
- 4.2 School districts, charter schools, and service providers shall maintain separate files for each school transportation vehicle operator, school transportation paraprofessional, school transportation entry-level driver instructor, and school transportation annual inspector with written documentation evidencing all listed requirements indicated in Rule 5.00, Rule 6.00, Rule 7.00, and Rule 8.00, as applicable. Training documentation shall include the trainer's name, date of the training, description of the training, duration of each topic covered, and the signature of all attendees.
- 4.02(a) If a school transportation vehicle operator, school transportation paraprofessional, or school transportation annual inspector works for more than one school district, charter school, service provider, or operator of an inspection site, each employer shall maintain a file with documentation in accordance with this rule.
- 4.3 Pursuant to 49 C.F.R., Part 382, 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 drug and alcohol substance abuse testing program. Supervisor Reasonable Suspicion Training is also required.
- 4.4 School districts, charter schools, and service providers shall not permit a school transportation vehicle operator to transport students while the operator's ability or alertness is so impaired, through fatigue, illness, or any other cause, as to make it unsafe for the operator to transport students.
- 4.5 School districts, charter schools, and service providers shall have written emergency procedures and/or contingency plans to be followed in the event of a traffic accident, vehicle breakdown, unexpected school closing, unforeseen route change, or relocation of a student stop in an emergency.
- 4.6 School districts, charter schools, and service providers shall ensure that documentation outlining transportation-related services and requirements, including required use of Child Safety Restraint Systems and medical and behavioral information as it relates to student transportation, is available to applicable school transportation vehicle operators and paraprofessionals prior to providing transportation services.

- 4.06(a) Any paraprofessional assigned to support IDEA-eligible students must be appropriately and adequately prepared and trained to implement relevant provisions of a student's individualized education program, which may include behavioral intervention, Personalized Learning Systems (PLS), or individualized health care plans pursuant to 34 C.F.R., 300.156.
- 4.7 Pursuant to 49 C.F.R., Part 380, 380.601, effective February 7, 2022, school districts, charter schools, and service providers shall ensure that all entry-level school transportation operators required to possess a commercial driver's license (CDL) receive pre-service training in compliance with the FMCSA theory and behind-the-wheel training curricula via an entity listed on the FMCSA Training Provider Registry (TPR).
- 4.8 Service providers 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 leased, rented, or used in contracted service to a school district, or charter school, providing transportation from home to school, school to school, and to school-related events in Colorado. There shall be no fee to register. Service providers are required to renew their registration every five years.
- 4.9 School districts, charter schools, and service providers shall require all transportation directors or other supervisory position(s) responsible for direct oversight of any aspects of transportation personnel, training, record keeping, fleet operations and maintenance, general operations, and policies to attend the CDE New to Transportation Class within the first 12 months of employment.
- 4.10 School districts, charter schools, and service providers shall conduct background checks pursuant to Section 22-32-122(4) C.R.S. or Section 22-32-109.8, whichever is applicable, on all supervisors, trainers, drivers, paraprofessionals, technicians, and dispatchers. Additionally, backgrounds may be checked through driving records, and employment history as applicable.
- 4.11 School districts, charter schools, and service providers are encouraged to utilize cameras on school transportation vehicles. When cameras are in use, districts, charter schools, and service providers should develop policies and procedures for reviewing, storing, retaining, and requesting access to the recordings.

5.0 School Transportation Vehicle Operations Requirements

- 5.1 School transportation vehicle operators driving any vehicle with a capacity of 16 or greater passengers (counting the driver) shall meet or exceed the following requirements:
- 5.01(a) The operator shall possess a valid commercial driver's license (CDL) with the proper class and endorsement for the size and type of vehicle(s) to be driven and the associated Medical Examination Report required pursuant to the Federal Motor Carrier Safety Regulations, 49 C.F.R. 391.43.
- 5.01(b) The operator shall be a minimum of 18 years of age.

- 5.01(c) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter. Upon review, the reviewer shall initial the motor vehicle record.
- 5.01(d) The operator shall be given and/or have access to the CDE School Bus/Multifunction Bus/Motor Coach Bus Operator Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
- 5.01(e) The operator shall receive a minimum of six hours of in-service training annually. A portion of this annual in-service requirement may occur during the school year.
- 5.01(f) The operator shall successfully pass a CDE School Bus/Multifunction Bus/Motor Coach Bus Operator written test for the current school year prior to transporting students and annually thereafter.
- 5.01(g) The operator shall successfully pass a driver performance test, including a pre-trip inspection, prior to transporting students and annually thereafter. This test shall be conducted in a vehicle that is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test at their discretion.
- 5.01(h) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, mandatory reporter training pursuant to C.R.S. 22-32-109(1)(z), and student confidentiality laws under C.R.S. 22-1-123 and 22-32-109.3, prior to transporting students.
- 5.01(i) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions, within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate, it will meet the requirements of this section. Operators shall receive first aid training and/or recertification training every two years thereafter.
- 5.01(j) The operator shall receive training regarding the proper use of physical restraints and intervention of students, the proper use and maintenance of Child Safety Restraint Systems (CSRS), and proper wheelchair securement when the operator is engaged in transportation involving these systems and devices, prior to transporting students.
- 5.01(k) Effective February 7, 2022, entry-level commercial operators shall have a copy of their training certificate(s) and training syllabus from a training provider listed on the FMCSA Training Provider Registry (TPR) placed in

their qualification file, indicating that they have passed all required FMCSA pre-service training.

- 5.2 School transportation vehicle route operators (transporting students to and from school or from school to school) driving vehicles with a capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small-Capacity Vehicles, shall meet or exceed the following requirements:
- 5.02(a) The operator shall possess a valid driver's license. A commercial license is not required for this class of vehicle.
 - 5.02(b) The operator shall be a minimum of 18 years of age.
 - 5.02(c) The operator shall annually complete the CDE Vehicle Operator's Medical Information Form (STU-17). Any yes annotations shall require a doctor's release.
 - 5.02(d) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter. Upon review, the reviewer shall initial the motor vehicle record.
 - 5.02(e) The operator shall be given and/or have access to the CDE Type A Multifunction Bus/ Small-Capacity Vehicle Route Driver Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
 - 5.02(f) The operator shall receive a minimum of six hours of in-service training annually. A portion of this annual in-service requirement may occur during the school year.
 - 5.02(g) The operator shall successfully pass a CDE Type A Multifunction Bus/Small-Capacity Vehicle Route Operator written test for the current school year prior to transporting students and annually thereafter.
 - 5.02(h) The operator shall pass a driving performance test, including a pre-trip inspection, prior to transporting students and annually thereafter. This test shall be conducted in a vehicle that is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test at their discretion.
 - 5.02(i) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, mandatory reporter training pursuant to C.R.S. 22-32-109(1)(z), and student confidentiality laws under C.R.S. 22-1-123 and 22-32-109.3, prior to transporting students.
 - 5.02(j) The operator shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and

universal precautions, within 90 calendar days after initial employment. If the operator holds a current first aid and cardiopulmonary resuscitation certificate, it will meet the requirements of this section. Operators shall receive first aid training and/or recertification training every two years thereafter.

- 5.02(k) The operator shall receive training regarding the proper use of physical restraint and intervention of students, the proper use and maintenance of Child Safety Restraint Systems (CSRS), and proper wheelchair securement when the operator is engaged in transportation involving these systems and devices, prior to transporting students.
- 5.3 School transportation vehicle operators, other than route operators, driving vehicles with a capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small-Capacity Vehicle, shall meet or exceed the following requirements:
- 5.03(a) The operator shall possess a valid driver's license. A commercial license is not required for this class of vehicle.
- 5.03(b) The operator shall be a minimum of 18 years of age.
- 5.03(c) School districts, charter schools, and service providers shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter. Upon review, the reviewer shall initial the motor vehicle record.
- 5.03(d) The operator shall be given and/or have access to the CDE Type A Multifunction Bus/ Small-Capacity Vehicle Operator Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
- 5.03(e) The operator shall successfully pass a Type A CDE Multifunction Bus/Small-Capacity Vehicle Operator written test for the current school year prior to transporting students and annually thereafter.
- 5.03(f) The operator shall annually complete the CDE Vehicle Operator's Medical Information Form (STU-17). Any yes annotation shall require a doctor's release.
- 5.03(g) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, mandatory reporter training pursuant to C.R.S. 22-32-109(1)(z), and student confidentiality laws under C.R.S. 22-1-123 and 22-32-109.3, prior to transporting students.
- 5.03(h) The operator shall be given and/or have access to first aid information, including cardiopulmonary resuscitation and universal precautions.

- 5.03(i) The operator shall pass an initial driving performance test, including a pre-trip inspection, prior to transporting students. This test shall be conducted in a vehicle that is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test at their discretion.
 - 5.03(j) Prior to driving a school transportation vehicle pursuant to 1 CCR 301-26, operators shall receive training or provide verifiable experience of towing a trailer.
 - 5.03(k) The operator shall receive training regarding the proper use of physical restraint and intervention of students, the proper use and maintenance of Child Safety Restraint Systems (CSRS), and proper wheelchair securement when the operator is engaged in transportation involving these systems and devices before transporting students.
- 5.4 A school transportation paraprofessional is a person assigned to assist a school transportation vehicle operator in controlling the behavior of students on the bus and/or ensuring the safety of students getting on and off the school transportation vehicle.
- 5.04(a) The school transportation paraprofessional shall possess a state, government, district, charter, or service provider valid photo identification card.
 - 5.04(b) The school transportation paraprofessional shall receive pre-service training for the type of duties they may be required to perform prior to assisting with transporting students. This shall include mandatory reporter training pursuant to C.R.S. 22-32-109(1)(z) and student confidentiality laws under C.R.S. 22-1-123 and 22-32-109.3,
 - 5.04(c) The school transportation paraprofessional shall be given and/or have access to the CDE Colorado School Transportation Paraprofessional Guide prior to assisting with transporting students. A copy of the Certificate of Receipt, signed by the paraprofessional, shall be placed in the paraprofessional qualification file.
 - 5.04(d) The school transportation paraprofessional shall annually complete the CDE Paraprofessional Medical Information Form (STU-11).
 - 5.04(e) The school transportation paraprofessional shall have written documentation evidencing that they have received first aid training, including cardiopulmonary resuscitation and universal precautions, within 90 calendar days after initial employment. If the paraprofessional holds a current first aid and cardiopulmonary resuscitation certificate, it will meet the requirements of this section. School transportation paraprofessionals

shall receive first aid training and/or re-certification every two years thereafter.

- 5.5 School transportation vehicle operators and school transportation paraprofessionals are required to be able to perform all essential functions including emergency evacuations when transporting students as determined by the school district, charter school, or service provider job qualification standards.
- 5.05(a) The employing school district, charter school, or service provider has the authority to require at any time a medical evaluation or a physician release of a school transportation vehicle operator or school transportation paraprofessional for any condition that could impair the employee's ability to operate a vehicle safely, assist the student(s) as required by their position, and/or perform other required job duties, and may take appropriate action on the outcome of such evaluation.
- 5.05(b) School transportation vehicle operators and school transportation paraprofessionals that have medical conditions that result in temporary loss of performance abilities shall provide return-to-work documentation from their physician, and any other requirements per school district, charter school, or service provider policy to the employing school district/service provider prior to returning to their assigned duties.
- 5.6 School transportation vehicle operators and paraprofessionals transporting students with special needs, when transportation is listed as a related service per the student's Individual Education Plan (IEP) or 504 Plan, shall meet the following requirements:
- 5.06(a) Federal mandates pursuant to the Individuals with Disabilities Education Act (IDEA) 34 C.F.R. 300.323(d), and the Family Educational Rights and Privacy Act (FERPA) 34 C.F.R., 99.3(a)(1) require transportation staff that have received confidentiality training to receive information regarding transportation as a related service on an IEP or 504 Plan, as well as other pertinent medical or behavioral information.
- 5.06(b) The operator and paraprofessional shall receive pre-service training specific to transporting students with special needs. Training shall include characteristics of disabling conditions, the utilization of required equipment, techniques for behavior modification and de-escalation, and legal requirements related to special education transportation, in addition to district, charter, and service provider policies and procedures before transporting students with special needs.
- 5.06(c) The operator and paraprofessional shall receive training on emergency evacuation procedures for students with special needs and assistive devices.

- 5.06(d) The operator and paraprofessional shall receive training on the operation of the power lift, and the proper placement and securement of a wheelchair or mobility device on the power lift.
- 5.06(e) The operator and paraprofessional shall receive training on selecting the correct securement point(s) on wheelchairs, the proper use of the wheelchair tie-down occupant restraint system (WTORS), the proper use of restraints on students, and the proper use of all Child Safety Restraint Systems (CSRS), including the proper maintenance and storage of all assistive and securement devices.

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 C.F.R., 380, Appendix B, C, and D.
- 6.2 Pursuant to 49 C.F.R., 380.605, the CDE school transportation entry-level theory instructor shall (1) possess a valid commercial driver's license with a 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 a Class B (or higher), School Bus and Passenger endorsements 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 C.F.R., 380.605, the CDE school transportation entry-level behind-the-wheel instructor shall (1) possess a valid commercial driver's license with a Class B (or higher), and 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 a Class B (or higher), and School Bus and Passenger endorsements in the State of Colorado.
 - 6.04(a) Exception: A behind-the-wheel instructor who provides training solely on a range that 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-5 and STU-6) 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).
- 7.0 CDE Entry-Level Driver Training (ELDT) Hands-On Trainer**
- 7.1 A CDE ELDT Hands-On Trainer is a person qualified to provide appropriate training and evaluation to prospective School Transportation ELDT Instructor candidates.
- 7.2 CDE ELDT Hands-On Trainers shall meet the following requirements:
 - 7.02(a) The CDE ELDT Hands-On Trainer shall have maintained a CDE ELDT Instructor certificate for a minimum of two years.
 - 7.02(b) The CDE ELDT Hands-On Trainer shall satisfactorily complete the CDE ELDT Hands-On Trainer instruction class.

- 7.02(c) The CDE ELDT Hands-On Trainer shall train at least two ELDT Trainers every three years or attend a CDE ELDT Hands-On Trainer class to recertify as a CDE ELDT Hands-On Trainer.
- 7.02(d) The CDE ELDT Hands-On Trainer candidate shall submit a CDE Application for Certification or Recertification of CDE ELDT Hands-On Trainer Form (STU-14 New form) verifying that the above criteria have been satisfied. CDE will then issue a CDE ELDT Hands-On Trainer Certificate.
- 7.3 If any of the above requirements become invalid, the Hands-On Trainer certificate is invalid until the requirement(s) are made valid by retaking the training class listed in 7.02(b).
- 8.0 School Transportation Annual Inspector Requirements**
- 8.1 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.
- 8.2 School transportation annual inspectors shall meet or exceed the following requirements:
- 8.02(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 the vehicle(s) to be inspected.
- 8.02(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 C.F.R., 396.25.
- 8.02(c) The school transportation annual inspector shall have at least two years of verifiable experience in the maintenance of light, medium, or heavy-duty vehicles.
- 8.02(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.
- 8.02(e) The school transportation annual inspector shall successfully pass the CDE annual inspector qualification written test initially and every three years thereafter pass a CDE annual inspector recertification written test.
- 8.02(e)(1) When the test is given in paper format, a representative of the school district, charter school, or service provider, other

than a school transportation annual inspector candidate, shall grade the written test.

- 8.02(f) The school transportation annual inspector shall have training on the maintenance of electric vehicles prior to inspecting an electric vehicle.
- 8.3 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.
- 8.4 If any of the above requirements become invalid, the annual inspector certificate is invalid until the requirement(s) is made valid.
- 8.5 If a school transportation annual inspector has an expired certificate, the certificate can be recertified as follows:
 - 8.05(a) If the certificate has been expired for less than six months, then the CDE Annual Inspector Recertification Written Test is required.
 - 8.05(b) If the certificate has been expired between six to 12 months, then the CDE Annual Inspector Qualification Written Test is required
 - 8.05(c) If the certificate has been expired for more than one year, then both the CDE Annual Inspector Qualification Written Test and the CDE hands-on performance test are required.
- 9.0 Annual Inspector Hands-On Tester**
- 9.1 A School transportation annual inspector hands-on tester is a person qualified to proctor hands-on tests to annual inspector candidates.
- 9.2 School transportation annual inspector hands-on testers shall meet or exceed the following requirements:
 - 9.02(a) The School transportation annual inspector hands-on tester shall have a current CDE Annual Inspector certificate and maintained it for a minimum of two years.
 - 9.02(b) The school transportation annual inspector hands-on tester shall have satisfactorily completed a CDE school transportation annual inspector hands-on tester training.
 - 9.02(c) The school transportation annual inspector hands-on testers shall have completed a minimum of four hours of 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.

- 9.02(d) The school transportation annual inspector hands-on tester candidate shall submit a CDE Application for the Qualification/Recertification of a 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.
- 9.02(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.
- 9.3 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 9.02(b).

10.0 Pre-trip/Post-trip Vehicle Inspections

- 10.1 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 the daily operation of each vehicle.
- 10.2 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).
- 10.3 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).
- 10.4 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.

11.0 Inspection Site Certification

- 11.1 A CDE Inspection Site Certificate is required at each facility/location where annual inspections for school transportation vehicles are performed.
- 11.2 The inspection site shall meet or exceed the following criteria to acquire and maintain an inspection site certificate:
- 11.02(a) The inspection site shall be large enough to accommodate the vehicle, equipment, and tools necessary to perform the inspection.

- 11.02(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.
 - 11.02(c) The inspection site shall have adequate lighting and ventilation.
 - 11.02(d) The inspection site or inspector shall, at the time of inspection, have the equipment and tools necessary to properly complete the annual inspection.
 - 11.02(e) The inspection site or inspector shall have tools designed and calibrated to take accurate readings of appropriate measurements, such as brakes and tires.
- 11.3 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.
 - 11.4 The operator of an inspection site shall post the CDE Inspection Site Certificate at the inspection site.
- 12.0 Annual Inspection**
- 12.1 School districts, charter schools, and service providers shall ensure all school transportation vehicles and trailers, pursuant to 1 CCR 301-26 have a CDE annual inspection conducted by a CDE-certified annual inspector prior to transporting students and annually thereafter.
 - 12.01(a) Recently purchased school transportation vehicles shall successfully pass a CDE annual inspection prior to transporting students, and then annually thereafter.
 - 12.2 Annual inspection results shall be documented on the CDE Affidavit of Annual Inspection for School Transportation Vehicles Form (STU-25).
 - 12.02(a) A copy of the current Affidavit must be maintained inside the vehicle, and a copy must be placed in the vehicle file.
 - 12.3 All annual inspection criteria of school transportation vehicles must meet or exceed the 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).
 - 12.4 All annual inspection criteria of trailers must meet or exceed the 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).
 - 12.5 During the annual inspection, all four wheels shall be pulled for a full inspection of the foundation brake system. The three exceptions are:

- 12.05(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 that are different from those pulled for the previous inspection.
- 12.05(b) School transportation vehicles equipped with a retarder meeting the specifications outlined in 1 CCR 301-25, shall have two wheels (one front and one rear) pulled that are different from those pulled for the previous inspection.
- 12.05(c) Trailers, pursuant to 1 CCR 301-26-13.11, shall have 50% of the wheels pulled different from those pulled for the previous inspection.

13.0 Maintenance and Repair

- 13.1 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.
- 13.2 School districts, charter schools, and service providers shall have a system to document preventative maintenance, reported defects, and repairs made to school transportation vehicles.
- 13.3 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.
- 13.4 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:
 - 13.04(a) Could affect the safety of operation of the school transportation vehicle;
 - 13.04(b) Could result in a mechanical breakdown of the school transportation vehicle;
 - 13.04(c) Results in noncompliance with Colorado Minimum Standards Governing School Transportation Vehicles (1 CCR 301-25) and/or manufacturer's specifications.
- 13.5 Documentation for reported defects must include all the following:
 - 13.05(a) The name of the school district, charter school, or service provider;
 - 13.05(b) Date and time the report was submitted;

- 13.05(c) All damage, defects, or deficiencies of the school transportation vehicle;
- 13.05(d) The name of the individual who prepared the report.
- 13.6 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.
- 13.7 School districts, charter schools, and service providers shall not transport students in a school transportation vehicle that 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.
 - 13.07(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.
- 13.8 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.
- 13.9 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.
 - 13.09(a) The inspection interval shall not exceed 4,000 miles for buses equipped with a manual slack adjuster air brake system.
 - 13.09(b) The inspection interval shall not exceed 6,000 miles for buses equipped with an automatic slack adjuster air brake system.
- 13.10 The preventive maintenance inspection interval of air disc brake systems shall not exceed 6,000 miles and shall include, at a minimum; inspection and documentation of:
 - 13.10(a) The pad thickness by checking the mechanical wear indicators.
 - 13.10(b) The visible part of the rotors for cracks, excessive wear, damage, etc.

- 13.10(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.
- 13.11 The preventive maintenance inspection interval of hydraulic brake systems shall not exceed 6,000 miles and shall include, at a minimum, inspection and documentation of:
 - 13.11(a) Proper parking brake operation;
 - 13.11(b) Proper brake fluid level and clarity;
 - 13.11(c) Adequate pedal reserve;
 - 13.11(d) Proper hydraulic/vacuum assist operation; and
 - 13.11(e) Visual inspection for brake fluid leakage.
- 13.12 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 C.F.R.,396.25.
- 13.13 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 in the maintenance and repair of electric vehicles.

14.0 Operation of a School Transportation Vehicle

- 14.1 A school transportation vehicle shall not be operated in a manner that is unsafe, likely to cause an accident, or likely to damage the vehicle.
- 14.2 A school transportation vehicle shall not be placed in motion on a roadway, highway, or private road with the passenger entry door/service door open.
- 14.3 A school transportation vehicle's headlights shall be activated while the vehicle is in operation.
- 14.4 A school transportation vehicle shall not be fueled while students are on board, except in instances when unloading the students would present a greater hazard or peril to their safety.
- 14.5 Use of tobacco products as defined in C.R.S. 18-13-121(5), use or possession of illegal controlled substances, use or possession of alcohol, and use or possession of marijuana or cannabinoid product, except as otherwise allowed by law, aboard any school transportation vehicle shall be prohibited at all times.
- 14.6 A school transportation vehicle operator shall not consume food unless the vehicle is stopped at a safe location with the park/emergency brake set.

- 14.7 When a school transportation vehicle is equipped with a roof-mounted strobe lamp, the use of the strobe lamp is permitted only when the vehicle presents a hazard to other motorists, such as loading or unloading students in inclement weather, or to enhance the visibility of the vehicle when barriers inhibit such visibility.
- 14.8 A school transportation vehicle operator may use the strobe, in addition to the four-way hazard lamps, to warn other motorists that the vehicle is not in motion or is being operated at a speed of 25 miles per hour or less.
- 14.9 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, or highway, or private property, the horn or audible warning device shall be sounded, and four-way hazard lamps actuated or there shall be a person outside the vehicle giving direction.
- 14.09(a) Backing a school transportation vehicle when students are outside of the vehicle at a student stop is prohibited.
- 14.10 A Type A, B, C, and D School Bus, Multifunction Bus, and Motor Coach Bus shall not be operated with a trailer or other vehicle attached while students are being transported.
- 14.11 School transportation small-capacity vehicles, with a manufacturer-assigned capacity of 12 or fewer passengers (counting the driver), may tow trailers while students are being transported to the extent that trailering is a necessary component of a school district or charter school sponsored program.

15.0 Authorized Passengers

- 15.1 Only school district, charter school, or service provider personnel; students enrolled in a school district or charter school; law enforcement officials; or individuals that have received prior authorization from the school district, charter schools, or service provider may be passengers on any school transportation vehicle.
- 15.2 The number of passengers transported on any school transportation vehicle shall not exceed the maximum seating capacity of the vehicle. Small vehicle capacity shall not exceed the number of safety belts as designed by the vehicle manufacturer.
- 15.3 Passengers shall not be permitted to stand in any school transportation vehicle while the vehicle is in motion. This does not preclude authorized persons (such as school transportation paraprofessionals) from completing their duties as required.
- 15.4 School districts, charter schools, and service providers shall consider the size of the passengers when determining the number of passengers that can safely occupy a school transportation vehicle seat.

16.0 Safety Restraints

- 16.1 A school transportation vehicle operator shall have the safety belt fastened, worn correctly, and properly adjusted prior to the school transportation vehicle being placed in motion.
- 16.2 All passengers in a school transportation vehicle under 10,000 lbs. GVWR shall have their safety belts fastened, worn correctly, and properly adjusted prior to the school transportation vehicle being placed in motion.

17.0 Transportation of Miscellaneous Items

- 17.1 A school transportation vehicle operator shall ensure that all carry-on items are properly handled to minimize the danger to all others.
- 17.2 All baggage, articles, equipment, or medical supplies (except those held by individual passengers) shall be secured in a manner that assures unrestricted access to all exits by occupants, does not restrict the driver's ability to operate the bus and/or protects all occupants against injury resulting from falling or displacement of any baggage, article, or equipment. Oxygen cylinders that are medically necessary meet this standard if they are securely attached to a wheelchair, or otherwise secured in the vehicle and do not impede access to any exit. School districts, charter schools, and service providers shall use reasonable care in determining the number of cylinders that may be safely transported at one time.
- 17.3 All chemicals and cleaning supplies carried on a school transportation vehicle must meet the following precautions:
 - 17.03(a) Container is non-breakable;
 - 17.03(b) Container is labeled with contents;
 - 17.03(c) Pressurized aerosols are prohibited;
 - 17.03(d) Container is secured in a bracket, or in a closed compartment in the driver's area or a compartment on the exterior of the bus; and
 - 17.03(e) Containers and quantities of products are no more than 32 ounces in size.
- 17.4 Interior decorations shall not be located within the driver's area (including the space in front of the front barriers, the step-well, dash, walls and ceiling, the windshield, the entry door, the driver's side window, and all windows in front of the front barrier), the first two passenger windows on both sides of the vehicle or all windows on the rear of the vehicle. Other decorations within the passenger compartment shall not:
 - 17.04(a) Cover any required lettering;
 - 17.04(b) Impede the aisle or any emergency exit;

17.04(c) Hang from the walls and/or ceiling.

17.5 Per the effective date of these rules, school transportation vehicles owned or leased by the district, charter school, and service provider that are used for student transportation shall not have the windows obstructed in any way by advertising, decorations, or vehicle wraps.

17.05(a) Exception: Tint applied by the vehicle manufacturer to industry standards.

17.05(b) Exception: Route identification is permitted per 1CC 301-26, rule 17.04 of these rules.

18.0 Maximum Driving Time for School Transportation Vehicle Operators

18.1 School transportation vehicle operators, including small-capacity vehicle operators, shall not drive (nor shall the school districts, charter schools, or service providers permit or require operators to drive):

18.01(a) In excess of 10 hours or after being on-duty 14 hours until completing 10 hours off-duty. This would include on-duty time for all employers. Ten hours off-duty may be consecutive or accumulated in two or more periods of off-duty time, with one period having a minimum of six consecutive hours off-duty.

18.01(b) After being on-duty for more than 70 hours in any seven consecutive days.

18.01(c) In case of emergency, an operator may complete the trip without being in violation if such a trip reasonably could have been completed absent the emergency.

18.2 In lieu of section 18.00 of these rules, a school district, charter school, or service provider may comply with the Federal Motor Carrier Safety Regulations, 49 C.F.R. 395.

18.3 Definitions:

18.03(a) Day - Means any 24-consecutive hour period beginning at the time designated by the school district, charter school, or service provider.

18.03(b) On-duty time - Includes all time worked for all employers, including all driving and non-driving duties.

18.03(c) Off-duty time - School transportation vehicle operators may consider waiting time (whether compensated time or not) at special events, meal stops, and school-related events as off-duty if the following criteria are met:

18.03(c)(1) The operator shall be relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and students, and

18.03(c)(2) The operator shall be at liberty to pursue activities of his/her choice, including leaving the premises on which the bus is located.

18.4 All school transportation vehicle operators shall document that they are in compliance with this section, hours of service.

18.04(a) An operator's daily log, or equivalent, shall be completed for the trip in the operator's own handwriting when the trip requires a scheduled or unscheduled overnight stay away from the work reporting location.

19.0 Route Planning - Student Loading and Discharge

19.1 School transportation small-capacity vehicles, Type A Multifunction Buses, and School Buses (Types A, B, C, and D) may be used to transport students. Multifunction Buses Type B, C, D, and Motor Coach Buses shall not be used to transport students to and from school.

19.2 The location of student stops shall consider factors including:

19.02(a) Ages of the students;

19.02(b) Visibility;

19.02(c) Lateral clearance;

19.02(d) Student access; and

19.02(e) Control of other motorists

19.02(e)(1) Student stops for Type A Multifunction Buses and school transportation small-capacity vehicles should be located off the roadway whenever possible.

19.3 School transportation vehicle operators shall stop at least 10 feet away from students at each designated stop. The school transportation vehicle operator shall apply the parking brake and shift the vehicle into neutral or park prior to opening the service door of a bus or the passenger door(s) of a small-capacity vehicle.

19.4 The school transportation vehicle operator shall stop as far to the right of the roadway, highway, or private road as possible before discharging or loading passengers - allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on the right - so that students may clear the vehicle safely while in sight of the operator.

- 19.04(a) Exception: The school transportation vehicle operator may block the lane of traffic when passengers being received or discharged are required to cross the roadway.
- 19.5 Student stops shall not be located on the side of any major thoroughfare whenever access to the destination of the passenger is possible by a road or street which is adjacent to the major thoroughfare.
- 19.6 School districts, charter schools, and service providers shall ensure that if students are required to cross a roadway, highway, or private road on which a student stop is being performed, they are prohibited from crossing a roadway, highway, or private road constructed or designed to permit three or more separate lanes of vehicular traffic in either direction or with a median separating multiple lanes of traffic.
- 19.7 Four-way hazard lamps shall be used on private property such as parking lots.
- 19.8 Alternating flashing red warning signal lamps shall not be activated within 200 feet of an intersection if the intersection is controlled by a traffic control signal.
- 19.9 Routes shall be planned as to:
- 19.09(a) Eliminate, when practical, railroad crossings; and
 - 19.09(b) Have stops be a minimum of 200 feet apart (since alternating flashing amber warning signal lamps must be activated a minimum of 200 feet in advance of the stop on the roadway on which the bus stop will be performed).
 - 19.09(b)(1) Exception: In areas where wildlife may create a high risk of threat to students' safety while they are waiting and/or walking to a student stop, designated stops may be less than 200 feet apart upon detailed written approval by the school district board of education or governing body of a charter school (or the board's designee). A copy of the written approval shall be kept in the school transportation office, and route operators shall be given written notice of the exception and have it indicated on route sheets.
- 19.10 In determining the length of routes, school districts, charter schools, and service providers must make an effort to minimize student ride times while considering student educational needs, geographic boundaries, terrain, traffic congestion, and financial resources within the district. A local board of education, or the governing body of a charter school, may establish a maximum student ride time.
- 19.11 Pursuant to C.R.S. 42-4-1903(2), school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus:

- 19.11(a) When the student stop is at a location where the local traffic regulatory authority has by prior written designation declared such actuation unnecessary and no passenger is required to cross the roadway; or
 - 19.11(b) When discharging or loading passengers who require the assistance of a lift device and no passenger is required to cross the roadway.
 - 19.11(c) Further, Type A Multifunction Buses and school transportation small-capacity vehicles do not have the functionality to control traffic. In these instances, the school transportation vehicle operator shall stop as far to the right off the roadway as possible to reduce obstruction to traffic, activate the four-way hazard warning lamps a minimum of 200 feet prior to the student stop, continue to display the four-way hazard warning lamps until the process of discharging or loading passengers has been completed, and deactivate the four-way hazard lamps before resuming motion. Students are prohibited from crossing any lanes of traffic to access the student stop or after disembarking.
- 19.12 School transportation vehicle operators shall not relocate a student stop without the approval of the school district, charter school, or service provider.
- 19.13 Pursuant to C.R.S. 42-4-707, School transportation vehicle operators of School Buses, Multifunction Buses, and Motor Coach Buses, whether transporting students or not, shall apply the following procedures during the process of approaching, stopping, and crossing railroad tracks:
- 19.13(a) Activate the four-way hazard lamps not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing;
 - 19.13(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail of the railway;
 - 19.13(c) When stopped, the bus shall be as far to the right of the roadway as possible and shall not form two lanes of traffic unless the highway is marked for four or more lanes of traffic; and
 - 19.13(d) Use a prearranged signal to alert students to the need for quiet aboard the bus when approaching railroad tracks. Turn off all noise-making equipment (fans, heater, radio, etc.)
- 19.14 After quietness aboard the stopped bus has been achieved, bus operators shall open the service door and operator window. The bus operator shall listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train or on-track equipment.

- 19.14(a) If the tracks are clear, the bus operator shall close the service door and may then proceed in a gear low enough to permit crossing the tracks without having to manually shift gears. The bus operator shall cancel the four-way hazard lamps after the bus has cleared the tracks.
 - 19.14(b) When two or more tracks are to be crossed, the bus operator shall not stop a second time unless the bus is completely clear of the first crossing, with at least 15 feet clearance in the front and at least 15 feet clearance to the rear.
 - 19.14(c) Before crossing the tracks, the bus operator shall verify that there is enough space after the tracks for the bus plus 15 feet if it is necessary to stop after crossing the tracks.
- 19.15 School transportation vehicle operators of School Buses, Multifunction Buses, and Motor Coach Buses are not required to stop at crossings controlled:
- 19.15(a) Only by a red, amber, or green traffic control signal when it is in the green position;
 - 19.15(b) Or when the crossing is controlled by a police officer or human flag person;
 - 19.15(c) Or when the crossing is marked with an official “exempt” sign placed on the railroad crossing light post or cross bucks post.

20.0 Emergency Evacuation Drills

- 20.1 Emergency evacuation drills shall be conducted with students by all school transportation vehicle route operators, excluding small-capacity vehicle operators as defined in 1 CCR 301-25, and school transportation paraprofessionals at least twice during each school year.
- 20.01(a) One drill shall be conducted in the fall, and the second drill conducted in the spring.
 - 20.01(b) Substitute and Multifunction operators shall be trained on how to conduct emergency evacuation drills.
- 20.2 Students on school-related events shall receive emergency evacuation instructions prior to every initial departure.
- 20.3 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.

21.0 Incorporation by Reference

- 21.1 The foregoing rules incorporate by reference several sections and appendices from the Federal Motor Carrier Safety Regulations, 49 C.F.R., Parts 380, 382, 391, 395, and 396 (as codified as of June 30, 2024). They also incorporate by reference select sections of Volume 34 of the Code of Federal Regulations. The foregoing rules do not incorporate by reference any later amendment or editions to the Federal Motor Carrier Safety Regulations or to the cited sections of 34 C.F.R. The Federal Motor Carrier Safety Regulations and the cited sections of 34 C.F.R. are available at <https://www.ecfr.gov/>. They are also available for public inspection during regular business hours from the Colorado Department of Education, 201 E. Colfax Ave., Denver, Colorado 80203.

