



COLORADO
Department of Education

New School Transportation Supervisor Training

School Transportation Unit
201 East Colfax Avenue, Room 209
Denver, CO 80203

2016--2017

Agenda

Housekeeping

- Classroom

- Phones

- Restrooms

- Smoking

- Breaks

Sign-In

Lunch

Introductions

My Background

Bus Driver

Special Education Paraprofessional

Emergency Medical Technician

9 1 1 Dispatcher

Supervisor – rural district 35 buses

Michigan Department of Education Trainer – Beginning, Advanced & Supervisor

Member of Michigan Pupil Transportation Advisory Council (PTAC)

Regional Representative for Michigan Association of Pupil Transportation

Supervisor – urban district 200 + buses

Executive Director – County-wide Regional Transit System – Start-up

Lead Transportation Consultant

- Transportation Advisory Council

- National Council on School Transportation

- Operation Life Saver Board Member – next meeting

- Western States Representative NASDPTS – next term

- Regional Training – New Supervisor

- Training Development/Materials for Drivers, Supervisors

- Appeal of Operation Rules

Intent of Training

- This presentation has been developed for the School Transportation Supervisor to provide information and resources regarding pupil transportation.
 - **Who** can provide you with information?
 - **What** resources are available?
 - **When** should certain things be done?
 - **Where** can you find this information?
 - **How** do you find what you are looking for?

If I had a \$1.00.....for every time
I was told.....

**“ There is no way I could
ever do your job!”**

Why?

TEAM WORK

**THE ABILITY TO WORK TOGETHER
TOWARD A COMMON VISION**

**Ability to direct individual
accomplishments toward
organizational objectives**

**The fuel that allows
common people to obtain
uncommon results.
Simply stated, it is less
me and more **WE!****



Who

is

it

TEAM

Public

Principals

Board
Member

Other
Drivers

Dispatchers

Parents

Students

Teachers

Police

Mechanics

C.D.E.

Supervisor

Administration

BOCES.



Your Team

- **U.S. Department of Transportation** – Enact appropriate rules to regulate the safety performance of school buses and state pupil transportation programs.
- **Colorado State Board of Education** - are charged by the Colorado Constitution with the general supervision of the public schools. They have numerous powers and duties specified in state law.
- **School District** – Provide and administer the pupil transportation system for eligible pupils living within the school district.
- **School Board** – Administer school board policies

Your Team - Continued

- **Principal** – Key person(s) to report to in a particular school building. The principal may handle problems that arise on the bus which involves pupil(s) from their building.
- **Teacher** – Serve as a resource for pupil(s) exhibiting behavior problems. The teacher may help younger children get on the bus and provide school bus passenger safety education.
- **Transportation Supervisor** – Provide direct administration and supervision to all pupil transportation personnel.
- **Mechanic** – Keep all transportation vehicles in safe mechanical condition.

Your Team - Continued

- **Bus Driver** – Roles and responsibilities are many and varied.
- **Radio Dispatcher** – Relay important information between the driver and the bus supervisor.
- **Pupils** – Conduct themselves in an acceptable manner so the bus driver can carry out their tasks in a safe and efficient manner
- **Parents** – Insure that their children arrive at the bus stop on time. Provide support by expecting that each child conduct him/herself in an appropriate manner while on the bus.
- **Chaperones** – Assist the driver in maintaining order and discipline on the bus

Your Team - Continued

- **Coaches** – Assist the driver in maintaining order and discipline with all team members.
- **What do they all have in common?**

THEY ARE ALL OUR CUSTOMERS!!

Customer Creed

- The customer is the reason for our being here
- It takes months to find a customer, seconds to lose one
- Always be courteous and polite during each customer contact
- Always do more than is expected when you handle a customer's problem
- Never promise more than you can deliver
- Continually look for ways to improve quality and add value and safety to our product

WHAT ARE THE 3 MOST IMPORTANT TASKS OF YOUR JOB?

1. SAFETY
2. RIDER RELATIONSHIPS
3. INSPECTED AND SAFE VEHICLE



Communication

- Students
- Parents
- Staff
- Administration
- Public

Whether you like it or not....



YOU
ARE IN
A FISH
BOWL!!

If there is one thing you
remember from this class..

**If you didn't write
it down.....you
didn't do it!!**

“Read the Statute, Read the Statute, Read the Statute”

- Quote from Professor Felix Frankfurter of Harvard Law School.
- Whether you are working in a law firm, a government agency, or a public interest organization, there is a strong chance that you will be required to analyze and interpret statutes.
- The language of the text of the statute should serve as the starting point for any inquiry into its meaning. To properly understand and interpret a statute, you must read the text closely, keeping in mind that your initial understanding of the text may not be the only plausible interpretation of the statute or even the correct one.

Laws

- A **law** is a requirement that has been passed by a legislative body and signed by the chief executive. At the Federal level the legislative body is the Congress. At the State level it is the state legislature. Laws are requirements that must be obeyed.
- The “National Traffic and Motor Vehicle Safety Act” and the “Motor Vehicle and School Bus Safety Amendments of 1974” are examples of Federal laws. These laws authorize and require the National Highway Traffic Safety Administration to officially announce rules on safety performance requirements in the manufacture of school buses.
- The requirements that must be met to become a school bus driver and all the other laws contained within the Colorado Vehicle Code are examples of state laws.

Rules and Regulations

- **Rules and regulations** are synonymous terms to describe a requirement adopted by an executive department with the authority to establish rules for carrying out the program. A definite procedure must be followed when adopting administrative rules. When adopted, the rules have the same effect as though they were laws. They are requirements that must be obeyed.
- Colorado Department of Education
- At the Federal level, the U.S. Department of Transportation have been given the authority by law to establish administrative rules to carry out pupil transportation programs.
- The school bus Federal Motor Vehicle Safety Standards promulgated by the National Highway Traffic Safety Administration are examples of federal rules.

Policy

- A **policy** is a course of action, guiding principle or procedure adopted by any authoritative body that is considered to be expedient, prudent, or advantageous. Policies are principles or procedures that one is expected to follow, and should follow, but it is not absolutely mandated as a law or rule.
- School boards may have policies and procedures at the local school district level related to the pupil transportation program.
- Local school districts may have policies on:
 - ☐ Checking the bus after each run for sleeping students
 - ☐ Student Discipline Procedures
 - ☐ Reporting in writing all bus conditions requiring adjustment or repair form
 - ☐ Reporting all accidents to bus supervisor (district forms)

Recommendation

- A **recommendation** is a statement giving advice or counsel. Any organization or individual might recommend some type of action. It is strictly advisory. It is not required.
- The local transportation supervisor could also have a number of recommendations. These would vary by school district and could range from manner of operation of the bus to how drivers are to dress.

Difference

- **[?] Law:** A requirement established by a legislative body that must be followed.
- **[?] Rule/Regulation:** A requirement established by an administrative department that must be followed.
- **[?] Policy:** A guideline established by an authoritative body that is expected, but not absolutely required to be followed.
- **[?] Recommendation:** A guideline that should be followed

4204-R-2.00 Applicability of Rules

- 2.03 These rules shall not preclude a school district or service provider from establishing a more rigid standard or policy when deemed necessary by the local board of education or service provider.

CORA

- "CORA" stands for "Colorado Open Records Act". In the spirit of open government, the Colorado Open Records Act [1] requires that most public records be available to the public. Anyone can request information that is in the possession of a government office, including the Secretary of State's office.

CDE Website

www.cde.state.co.us



CDE Forms

STU NUMBERED FORMS LIST

Form #	Name of Form	Licensee's date
5		
6		
7	Used School Bus Dealers Registration	5/16
8	Small Vehicle Pre-Trip/Post-Trip Requirements	5/16
9	School bus/Multifunction/Coach Bus Pre-Trip/Post-Trip Requirements	5/16
10		
11		
12	Type A Multifunction Small Vehicle ROUTE Written Test Answer Sheet	6/16
13	CDE Annual Inspector Qualification and Recertification Test Answer Sheet	5/16
14		
15	School Bus/Multifunction/Motor Coach Operator Test Answer Sheet	6/16
16	Type A Multifunction Small Vehicle Written Test Answer Sheet	6/16
17	Multifunction/Small Vehicle Operators Medical Information Form	5/16
18	Introduction to the Hands-On Performance Test	5/16
19	CDE Annual Inspector Hands-On Test Checklist	5/16
20	Application for Annual Inspector Qualification or Recertification	5/16
21	Annual Inspector Hands-on Performance Test Score Sheet	5/16
22	Application for Inspecting Site Certification	5/16
23	Outside Annual Inspection Site Review	5/16
24	Brake Inspector Qualification Certificate	5/16
25	Affidavit of Annual Inspection of School Transportation Vehicles	5/16
26	CDE Annual Inspection/Preventive Maintenance Checklist	5/16
27	Trailer Annual Inspection/Preventive Maintenance Checklist	5/16
30	Application for Qualification or Recertification of Annual Inspector Hands-On Tester	5/16

Resources

- **Resource Guide for the Colorado Rules for the Operation, Maintenance and Inspection of School Transportation Vehicles**
- **School Bus, Multifunction Bus and Motor Coach Bus Guide**
- **Type A Multifunction and Small Vehicle Route Operator Guide**
- **Type A Multifunction and Small Vehicle Operator Guide**
- **Colorado School Bus Technician's Annual Inspection Guide**
- **Colorado School Bus Driver Trainer's Guide**
- **Website update – more user friendly**

Forms

Every form has been updated and reformatted. Many are available in electronic format.

Please dispose of all obsolete forms.

STU 5 - Obsolete

STU 8 – NEW

STU 9 – NEW

Hiring Your Staff

School Transportation Vehicle Operators



Character Requirements

- Good Attitude
- Mentally and Physically Prepared
- Performs required inspections of vehicle and reports defects promptly
- Follow the speed limits
- Makes complete stops
- Courteous to other drivers
- Respectful and caring to all passengers
- Follows district procedures/policies
- Basic Driving Skills

Job Descriptions

Brief Description of Job

Responsibilities

- Phone
- Supervision
- Purchasing
- Monitors
- Reports
- Travel
- Data Entry

Requirements

- Work Schedule
- Experience/Knowledge
- Computer Skills
- Knowledge
- HS Diploma
- License

The Bee's



Be On Time

Be Conscientious

Be Positive

Be Courteous

Be Rested

Be Sensible

Be Sober

Be Drug Free

Be Positive

Be Well Groomed

License-Training Matrix

Classification	Route	Route	Route	Multifunction	Multifunction	Multifunction Type A	Motor Coach	Small Vehicle (includes suburban, van, etc.)	Technicians/ Annual Inspectors	Technicians/ Annual Inspectors
Type of Vehicle including driver	16 or more Passenger GVWR greater than 26,001 pounds	16 or more passenger GVWR less than 26,001 pounds	15 or less Passenger GVWR less than 26,001 pounds	16 or more Passenger GVWR greater than 26,001 pounds	16 or more passenger GVWR less than 26,001 pounds	15 or less Passenger GVWR less than 26,001 pounds	16 or more Passenger GVWR greater than 26,001 pounds	15 or less Passenger GVWR less than 10,001 pounds	16 or more Passenger GVWR greater than 26,001 pounds	15 or less Passenger GVWR less than 26,001 pounds
Pre-Employment/ Random Drug Testing	Yes	Yes	Yes	Yes	Yes	District Policy	Yes	District Policy	Yes	District Policy
Required License	CDL	CDL	Valid Operator	CDL	CDL	Valid Operator	CDL	Valid Operator	CDL	Valid Operator
Required CDL Vehicle Class	B	C	N/A	B	C	N/A	B	N/A	B	N/A
Required License Endorsements	"P2" Passenger "S" School Bus	"P1" Passenger "S" School Bus	N/A	"P2" Passenger "S" School Bus	"P1" Passenger "S" School Bus	N/A	"P2" Passenger "S" School Bus	N/A	"P2" Passenger	N/A
Required Age	18	18	18	18	18	18	18	18	District Policy	District Policy
Required Medical Exam	USDOT DOT Physical)	USDOT DOT Physical	USDOT DOT Physical)	USDOT DOT Physical)	USDOT DOT Physical	CDE STU-17	USDOT DOT Physical)	CDE STU-17	USDOT DOT Physical)	District Policy
MVR Pre-employment and Annually	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District Policy	District Policy
Required First Aid/CPR Training	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	District Policy	District Policy

Classes of Commercial Licenses

Class A - combination vehicles - consists of any combination of vehicles with a Gross Combination Weight Rating (GCWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds

Class B - straight trucks and light combinations - consists of any single vehicle with a GVWR of 26,001 pounds or more or any such vehicle towing a vehicle which does not have a GVWR in excess of 10,000 pounds

Class C - single vehicles less than 26,001 GVWR - consists of any single vehicle or combination of vehicles that do not meet the definition of a Class A or B commercial vehicle, but that transports 16 or more passengers (including the driver) OR is placarded for transportation of hazardous materials

Endorsements

Pursuant to 49 CFR § 383.93, all commercial drivers who drive certain types of vehicles or haul certain types of cargo must have the appropriate endorsements on their CDL licenses to show that they have the additional specialized knowledge required for these operations. There are five kinds of CDL endorsements that may be required, depending on the vehicle or type of cargo:

T - Double and Triple Trailers: required on the CDL if the driver tows two or three trailers of 10,001 lbs. or more GCWR.

N – Tanker Vehicles: required on the CDL if the driver hauls liquids or liquefied gases in bulk (1,000 gallons or more).

H - Hazardous Materials (HAZMAT) or X - Tanker & HAZMAT: required on the CDL of any driver, regardless of the class of vehicle, who wishes to haul hazardous material or hazardous waste in amounts requiring placarding under DOT regulations.

Endorsements

P - Passenger Endorsement: required on the CDL if the driver wishes to transport 16 or more passengers, including the driver. The driver must pass the passenger written exam and pass a full drive skills test in a passenger vehicle to add the “P” endorsement to their CDL. This endorsement can be added to a Class A, B, or C CDL.

If the driver already possesses a CDL and wants to add the P endorsement, he/she must pass the passenger written exam and purchase an instruction permit with the “P” endorsement prior to drive skills testing in a passenger vehicle.

NOTE: If the driver takes their drive skills test in a class B passenger vehicle and is issued a CDL license class B with P endorsement, this driver is also qualified to drive other vehicles in the class B category. However, a driver who completes a drive skills test in a non-passenger class B vehicle CANNOT drive a passenger vehicle/bus.

Endorsements

S - School Bus: required on the CDL if the driver wishes to operate a school bus used to transport students to/from home/school or to/from school-sponsored events. The driver must pass the school bus written exam and pass a full drive skills test in a school bus to add the “S” endorsement. The driver must either possess a CDL with a “P” endorsement and permit with “S” endorsement or permit with both “P” and “S” endorsements prior to taking the full drive skills test in a school bus. The “S” endorsement will not stand alone – it requires a “P” endorsement. This endorsement can be added to a Class A or B CDL.

NOTE: Out-of-state customers surrendering an out-of-state CDL with an “S” endorsement, must take and pass the school bus written and drive skills tests for the “S” endorsement to be added on their Colorado CDL. (There is no reciprocity for out-of-state CDLs with the “S” endorsement.) The customer may drop the “S” endorsement to transfer the out-of-state CDL to a Colorado CDL without the “S” endorsement

CDL Restrictions

Intrastate Restriction: certain CDL drivers are authorized to operate only within the state of Colorado. These drivers will have this restriction on their CDL limiting them to driving a commercial vehicle solely within Colorado.

The “K” restriction is required:

For all CDL drivers 18 years of age up to 21 years of age

If a CDL driver cannot meet the requirements for the DOT medical (part 391, FMSCR) and has a waiver issued by the Colorado State Patrol

If a FMCSA exemption only allows for intrastate commerce

If the CDL driver self certifies to Non Excepted Intrastate Driving (option C) or Excepted Intrastate Driving (option D)

If a driver surrenders an out-of-state license that has the “K” restriction on it and one of the four requirements above is not present, the “K” restriction does not transfer over to the Colorado CDL.

CDL Restrictions

L - Air Brakes Restriction: if a driver is tested in a commercial vehicle that does not have air brakes, a restriction will be placed on the driver's CDL showing that they are not qualified to operate vehicles with air brakes. To remove this restriction from a CDL license, the driver must pass the air brakes written exam, purchase a CDL permit with the restriction removed, pass a full driving skills test in a vehicle equipped with air brakes and purchase a new CDL. All normal fees apply.

No Tractor/Trailer – No Tractor Trailer: required on a Class A CDL for drivers who tow trailers that have a GVWR of 10,001 lbs or more but do not drive tractor-trailers; the GCWR must be over 26,001 lbs., but the towing unit is less than 26,001 lbs.

KNOW THE CDL REGULATIONS

60 Day Suspension

60-120 Day Suspension

1 Year Suspension

Life Suspension

Commercial Driver License Skills Test Required

EMPLOYER RESPONSIBILITIES

No Employer shall knowingly:

Allow, require, permit or authorize an employee to operate a commercial motor vehicle in the U.S. when:

- ✓ **The employee's commercial motor vehicle driver license has been suspended, revoked, or canceled, **OR****
- ✓ **The employee has lost the right to operate a commercial motor vehicle in a state.**

Potential Drivers

- **Post Interview and Screening Phase:**

- Physical examination requirements
- Pre-employment drug test
- Driver record check for proper driving clearance
- Temporary Learner's Permit (TLP) at a Department of Revenue Office
- Prerequisite and Behind The Wheel Training by a licensed CDL driver
- Directed to a Department of Revenue State Office to complete required written knowledge tests that apply to the commercial license you desire

Federal Motor Carrier Previous Employer

- This is in compliance with 382.405(f) and (h), which state:
- (f) Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.
- (h) An employer shall release information regarding a driver's records as directed by the specific written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's specific written consent as outlined in [§40.321\(b\)](#) of this title.

FMCSA

Safety Administration

- §382.413 Inquiries for alcohol and controlled substances information from previous employers.
- Employers shall request alcohol and controlled substances information from previous employers in accordance with the requirements of §40.25 of this title.
- (a) Yes, as an employer, you must, after obtaining an employee's written consent, request the information about the employee listed in paragraph (b) of this section. This requirement applies only to employees seeking to begin performing safety-sensitive duties for you for the first time (i.e., a new hire, an employee transfers into a safety-sensitive position). If the employee refuses to provide this written consent, you must not permit the employee to perform safety-sensitive functions.
- http://www.sabertoothent.com/FillPDF/PreEmpA_DTest.pdf

Federal Requirements- Continued

■ What drug tests are required

- Pre-employment

- Reasonable Suspicion

- Post Accident

- 1.If there is a human fatality as a result of the accident, your driver must be tested.
- 2.If your driver receives a citation for a moving violation and there is bodily injury that results in medical treatment away from the scene, your driver must be tested.
- 3.If your driver receives a citation for a moving violation and there is disabling damage to any of the vehicles involved, your driver must be tested.
- The key point in Numbers 2 and 3 is that the driver must first have been issued a citation for a moving violation.



Federal Requirements- Continued

- [illegible]

Obtaining a CDL

- **How do I get a CDL for the first time?**
- You must hold a valid regular driver's license and be at least 18 years old before applying for a CDL
- CDL school is not required, but recommended
- You will need to visit a driver's license office and successfully pass the written tests that apply to the commercial license you desire. Once you have successfully passed the required exams, purchase a CDL permit (\$14.00)
- **Class B – minimum exams required are**
 - General knowledge
 - Air brakes (required if driving a vehicle with air brakes)
- **Class C – minimum exams required are**
 - General knowledge
 - Passenger (required if carrying 16 passengers or more including driver)
 - Hazardous materials (required if transporting hazardous materials)

Obtaining a CDL

You will be required to:

Show current DOT medical card from a FMCSA Certified Medical Examiner

Show proof of address, list of acceptable documents (Two required)

Show your original, non-laminated Social Security card or know your Social Security number

Schedule a drive skills test

Return to driver's license office with your drive skills test completion form and purchase a CDL (\$35.00 or \$37.00 if you have a motorcycle endorsement)

Substance Abuse Testing

- 49 CFR Subpart B - Employer Responsibilities
- § 40.11 What are the general responsibilities of employers under this regulation?
- (a) As an employer, you are responsible for meeting all applicable requirements and procedures of this part.
- (b) You are responsible for all actions of your officials, representatives, and agents (including service agents) in carrying out the requirements of the DOT agency regulations.
- (c) All agreements and arrangements, written or unwritten, between and among employers and service agents concerning the implementation of DOT drug and alcohol testing requirements are deemed, as a matter of law, to require compliance with all applicable provisions of this part and DOT agency drug and alcohol testing regulations. Compliance with these provisions is a material term of all such agreements and arrangements.
- http://www.dot.gov/sites/dot.dev/files/docs/PART40_2012.pdf

4204-R-4.00 School District and Service Provider Employment Responsibilities

- 4.03 School districts and service providers shall ensure all employees required to possess a commercial driver's license (CDL) shall be in a US DOT approved substance abuse testing program.

Medical Requirements

School Bus drivers must meet the physical requirements under 49 CFR 391.64

If medically qualified, certificate will be issued for two years

MEDICAL EXAMINER'S CERTIFICATE		
I certify that I have examined _____ In accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.48) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:		
<input type="checkbox"/> wearing corrective lenses	<input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.62)	
<input type="checkbox"/> wearing hearing aid	<input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE)	
<input type="checkbox"/> accompanied by a _____ waiver exemption	<input type="checkbox"/> Qualified by operation of 49 CFR 391.64	
The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.		
SIGNATURE OF MEDICAL EXAMINER	TELEPHONE	DATE
MEDICAL EXAMINER'S NAME (PRINT)	<input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Chiropractor <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Practice Nurse	
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO./ISSUING STATE		
SIGNATURE OF DRIVER	DRIVER'S LICENSE NO.	STATE
ADDRESS OF DRIVER		
MEDICAL CERTIFICATE EXPIRATION DATE		



U.S. Department of Transportation
Federal Motor Carrier Safety Administration



DRIVER SELF CERTIFICATION

New Federal Motor Carrier (FMCSA) regulations went into effect January 30, 2012 requiring drivers who are renewing, correcting or applying for an CDL to self-certify which type of commercial motor vehicle (CMV) they will operate and provide medical certification if required

Drivers must certify which type of driving they will perform



Non-exceptioned **Inter**state: I will operate a commercial motor vehicle outside of Colorado. *You must also provide medical certification.*



Non-exceptioned **Intra**state: I will operate a commercial motor vehicle solely in the state of Colorado.

District /Service Provider Responsibilities

4204-R-4.00 School District and Service Provider Employment Responsibilities

4.01 School districts and service providers shall outline job responsibilities and develop job qualification standards for each school transportation vehicle operator and school transportation paraprofessionals, consistent with federal and state regulations. A copy of these requirements shall be provided to each school transportation vehicle operator and paraprofessional upon employment.

4.02 School districts and service providers shall maintain separate files for each school transportation vehicle operator, school transportation paraprofessional, and school transportation annual inspector with written documentation evidencing all listed requirements indicated in Rule 5.00, Rule 6.00 and Rule 7.00, as applicable. Training documentation shall include the trainer 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, each district shall maintain a file with documentation in accordance with this rule.

4.03 School districts and service providers shall ensure all employees required to possess a commercial driver's license (CDL) shall be in a US DOT approved substance abuse testing program.

4.04 School districts 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.

4.05 School districts 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.

4.06 School district 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.

4204-R-9.00 Inspection Site Certification

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

9.02 The inspection site shall meet or exceed the following criteria to acquire and maintain an inspection site.

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

9.02(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.

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

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

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

9.03 The district or service provider 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.

9.04 The district or service provider shall post the CDE Inspection Site Certificate at the inspection site.

4204-R-10.00 Annual Inspection

10.01 School districts and service providers shall ensure all school transportation vehicles and trailers pursuant to 1 CCR 301-26-R-12.11 have a CDE annual inspection conducted by a CDE certified annual inspector.

10.01(a) Recently purchased school transportation vehicles shall successfully pass a CDE annual inspection prior to transporting students.

10.02 Annual inspection results shall be documented on the CDE Affidavit of Annual Inspection for School Transportation Vehicles Form (STU-25).

10.02(a) A copy of the current Affidavit is maintained inside the vehicle and a copy is placed in the vehicle file.

10.03 All annual inspection criteria of school transportation vehicles must meet or exceed manufacturer's specifications. The annual inspection shall be documented and shall include at a minimum all fields listed on the CDE Annual Inspection and Preventive Maintenance Requirements Form (STU-26).

10.04 All annual inspection criteria of trailers must meet or exceed manufacturer's specifications and shall include at a minimum all fields listed on the CDE Trailer Annual Inspection and Preventive Maintenance Requirements Form (STU-27).

10.05 During the annual inspection, all four wheels shall be pulled for full inspection of the foundation brake system. The three exceptions are:

10.05(a) School transportation vehicles with less than 4,000 miles since the previous annual inspection shall have two wheels (one front and one rear) pulled different than those pulled for the previous inspection.

10.05(b) School transportation vehicles equipped with a retarder meeting the specifications outlined in 1 CCR 301-25-R-33.00, shall have two wheels (one front and one rear) pulled which are different than those pulled for the previous inspection.

10.05(c) Trailers pursuant to 1 CCR 301-26-R-12.11 shall have 50 percent of the wheels pulled different than those pulled for the previous inspection.

4204-R-11.00 Maintenance and Repair

11.01 School districts and service providers must ensure all school transportation vehicles are systematically inspected, maintained and repaired to ensure that school transportation vehicles are in safe and proper operating condition.

11.02 School districts and service providers shall have a system to document preventative maintenance, reported defects and repairs made to school transportation vehicles.

11.03 School districts 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.

11.04 Any identified damage, defect or deficiency of a school transportation vehicle must be reported to the school district or service provider which:

11.04(a) Could affect the safety of operation of the school transportation vehicle, or

11.04(b) Could result in a mechanical breakdown of the school transportation vehicle, or

11.04(c) Results in noncompliance with Colorado Minimum Standards Governing School Transportation Vehicles (1 CCR 301-25) and/or manufacturer's specifications.

11.05 Documentation for reported defects must include all of the following:

11.05(a) The name of the school district or service provider.

11.05(b) Date and time the report was submitted.

11.05(c) All damage, defects or deficiencies of the school transportation vehicle.

11.05(d) The name of the individual who prepared the report.

11.06 Following a reported damage, defect or deficiency of a school transportation vehicle, school districts 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.

11.07 School districts and service providers shall not transport students in a school transportation vehicle which is not in safe and proper operating condition. A school transportation vehicle shall be designated as “out-of-service” by a school district or service provider, a school transportation annual inspector or the CDE School Transportation Unit.

11.07(a) Exemption - 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.

11.08 Following a school transportation vehicle being placed “out-of-service”, a school district, 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.

11.09 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.

11.09(a) The inspection-interval shall not exceed 4,000 miles for buses equipped with a manual slack adjuster air brake system.

11.09(b) The inspection-interval shall not exceed 6,000 miles for buses equipped with an automatic slack adjuster air brake system.

11.10 The preventive maintenance inspection interval on air disc brake systems shall not exceed 6,000 miles and shall include, at a minimum; inspection and documentation of:

11.10(a) Inspect the pad thickness by checking the mechanical wear indicators.

11.10(b) Inspect the visible part of the rotors for cracks, excessive wear, damage, etc.

11.10(c) Inspect running clearance. If the caliper has no movement or appear to move greater than the distances indicated by the manufacturer, then a full wheel removal inspection will be necessary.

11.11 The preventive maintenance inspection interval for hydraulic brake systems shall not exceed 6,000 miles and shall include, at a minimum, inspection and documentation of:

- 11.11(a) Proper parking brake operation.
- 11.11(b) Proper brake fluid level and clarity.
- 11.11(c) Adequate pedal reserve.
- 11.11(d) Proper hydraulic/vacuum assist operation.
- 11.11(e) Visual inspection for brake fluid leakage.

11.12 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 49 CFR 396.25.

School Transportation Vehicle Operator Requirements

4204-R-5.00 School Transportation Vehicle Operator Requirements

5.01 School transportation vehicle route operators (transporting students to and from school or from school to school) driving a School Bus with the capacity of 16 or greater passengers (counting the driver) and school transportation vehicle operators, other than route operators, driving vehicles with the capacity of 16 or greater passengers (counting the driver), including a School Bus, Multifunction Bus and Motor Coach Bus, 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 endorsements for size and type of vehicle(s) to be driven and the associated Medical Examination Report pursuant to 49 CFR 391.43.

5.01(b) The operator shall be a minimum of 18 years of age.

5.01(c) The district or service provider shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.

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.

5.01(e) The operator shall receive a minimum of six hours of in-service training annually which may include required training in 1 CCR 301-26-R-5.00. 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 driving performance test including a pre-trip inspection prior to transporting students and annually thereafter. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. Districts 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 and in student confidentiality requirements 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, cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.

5.01(j) The operator shall receive training regarding 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.

5.02 School transportation vehicle route operators (transporting students to and from school or from school to school) driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:

5.02(a) The operator shall possess a valid driver's license.

5.02(b) The operator shall be a minimum of 18 years of age.

5.02(c) The operator shall have a current physical examination (not to exceed two years) consistent with the requirements of 49 CFR 391.43.

5.02(d) The district or service provider shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.

5.02(e) The operator shall be given and/or have access to the CDE Type A Multifunction Bus /Small Vehicle Route Driver Guide prior to transporting students.

5.02(f) The operator shall receive a minimum of six hours of in-service training annually which may include required training in 1 CCR 301-26-R-5.00. 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 Vehicle Route Operator written test for the current school year prior to transporting students and annually thereafter.

5.02(h) The operator shall successfully 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, which is similar in type and size to the vehicle the applicant is assigned to operate. Districts 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 and in student confidentiality requirements 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, cardiopulmonary resuscitation certificate it will meet the requirements of this section. Operators shall receive first aid training and/or re-certification every two (2) years thereafter.

5.02(k) The operator shall receive training regarding 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.

5.03 School transportation vehicle operators, other than route operators, driving vehicles with the capacity of 15 or fewer passengers (counting the driver), including Type A Multifunction Bus and Small Vehicle, shall meet or exceed the following requirements:

5.03(a) The operator shall possess a valid driver's license.

5.03(b) The operator shall be a minimum of 18 years of age.

5.03(c) The district or service provider shall obtain a motor vehicle record of each operator prior to transporting students and annually thereafter.

5.03(d) The operator shall be given and/or have access to the CDE Type A Multifunction Bus /Small Vehicle Operator Guide prior to transporting students.

5.03(e) The operator shall successfully pass a Type A CDE Multifunction Bus/Small 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 Multifunction/Small Vehicle Operators Medical Information Form (STU-17). Any yes annotations 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 and in student confidentiality requirements 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 successfully pass a driving performance test including a pre-trip inspection prior to transporting students. This test shall be conducted in a vehicle, which is similar in type and size to the vehicle the applicant is assigned to operate. Districts have the option to re-test in subsequent years at their discretion.

5.03(j) Prior to driving a school transportation vehicle pursuant to 1 CCR 301-26-R-12.11, operators shall receive training on towing a trailer.

5.04 School transportation paraprofessional is a person assigned to assist a school transportation vehicle operator control behavior of students in the bus and/or ensure the safety of students getting on and off the school transportation vehicle.

5.04(a) 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.

5.05 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 or service provider job qualification standards.

5.05(a) The employing school district or service provider has the authority to require at any time a medical evaluation 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 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 which result in temporary loss of performance abilities shall provide return to work documentation from their physician, and any other requirements per district policy to the employing school district/service provide prior to returning to their assigned duties.

School Transportation Annual Inspector Requirements

4204-R-6.00 School Transportation Annual Inspector Requirements

6.01 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.

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

6.02(a) The school transportation annual inspector shall be in possession of a valid driver's license with the proper class and endorsements for the size and type of vehicle(s) to be inspected.

6.02(b) The school transportation annual inspector shall provide a Brake Inspector Qualification Certificate meeting the requirements of 49 CFR 396.25 to the school district or service provider.

6.02(c) The school transportation annual inspector shall have at least two years verifiable experience in the maintenance of light, medium or heavy duty vehicles.



6.02(d) The school transportation annual inspector shall successfully pass the CDE initial hands-on performance test.

6.02(d)(1) A certified school transportation annual inspector hands-on tester must proctor the hands-on performance test.

6.02(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.

6.02(e)(1) A representative of the district or service provider, other than a school transportation annual inspector candidate, shall grade the written test.

6.03 A school district or service provider with an Inspection Site Certificate shall 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 issue an Annual Inspector Certificate.

6.04 If any of the above requirements become invalid, the annual inspector certificate is invalid until the requirement(s) is made valid.

6.05 If a school transportation annual inspector has an expired certificate, the certificate can be recertified as follows:

6.05(a) If the certificate has been expired less than six months, then the CDE Annual Inspector Recertification Written Test is required.

6.05(b) If the certificate has been expired between six and 12 months, then the CDE Annual Inspector Qualification Written Test is required.

6.05(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.

Operation of a School Transportation Vehicle

4204-R-12.00 Operation of a School Transportation Vehicle

12.01 A school transportation vehicle shall not be operated in a manner which is unsafe or likely to cause an accident or damage of the vehicle.

12.02 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.

12.03 A school transportation vehicle's headlights or daytime running headlights shall be activated while the vehicle is in operation.

12.04 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.

12.05 Use of tobacco products as defined in Section 18-13-121(5), C.R.S., 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.

Cannabinoids are a class of diverse [chemical compounds](#) that act on [cannabinoid receptors](#) in cells that repress [neurotransmitter release](#) in the brain.

12.06 A school transportation vehicle operator shall not consume food unless the vehicle is stopped at a safe location with the park/emergency brake set.

12.07 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 visibility of the vehicle when barriers inhibit such visibility.

12.08 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 twenty-five miles per hour or less.

12.09 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, 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.

12.09(a) Backing a school transportation vehicle when students are outside of the vehicle at a student stop is prohibited.

12.10 School transportation vehicles including 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.

12.11 School transportation small vehicles, with the capacity of 15 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 district sponsored program.

Authorized Passengers

4204-R-13.00 Authorized Passengers

13.01 Only district personnel, students enrolled in a district, law enforcement officials or individuals that have received prior authorization from the school district or service provider may be passengers on any school transportation vehicle.

13.02 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.

13.03 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.

13.04 School districts 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.

Safety Restraints

4204-R-14.00 Safety Restraints

14.01 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.

14.02 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.

Transportation of Miscellaneous Items

4204-R-15.00 Transportation of Miscellaneous Items

15.01 A school transportation vehicle operator shall make a reasonable and prudent determination that all carry-on items are properly handled in order to minimize the danger to all others.

15.02 All baggage, articles, equipment or medical supplies not held by individual passengers shall be secured in a manner which assures unrestricted access to all exits by occupants, does not restrict the driver's ability to operate the bus and protects all occupants against injury resulting from falling or displacement of any baggage, article or equipment. Oxygen cylinders secured to a wheelchair shall be considered to be in compliance with this subsection, provided they do not impede access to any exit.

15.03 All chemicals and cleaning supplies carried on a school transportation vehicle must meet the following precautions:

15.03(a) Container is non-breakable.

15.03(b) Container is labeled with contents.

15.03(c) Pressurized aerosols are prohibited.

15.03(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.

15.03(e) Containers and quantities of products are kept to a reasonable size.

15.04 Interior-decorations shall not be located within the driver's area (which includes the space in front of the front barriers including 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 and all windows on the rear of the vehicle. Other decorations within the passenger compartment shall not:

15.04(a) Cover any required lettering.

15.04(b) Impede the aisle or any emergency exit.

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

Maximum Driving Time for School Transportation Vehicle Operators

4204-R-16.00 Maximum Driving Time for School Transportation Vehicle Operators

16.01 The school transportation vehicle operator, including small vehicle operators, shall not drive nor shall the school district or service provider permit or require an operator to drive:

16.01(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 6 consecutive hours off-duty.

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

16.02 The school district or service provider may comply with part 395 of the Federal Motor Carrier Safety Regulations (FMCSR) in place of this section.



16.03 Definitions:

16.03(a) Adverse driving conditions - In case of emergency, an operator may complete the trip without being in violation if such trip reasonably could have been completed absent the emergency.

16.03(b) Day - Means any 24-consecutive hour period beginning at the time designated by the school district or service provider.

16.03(c) On-duty time - Includes all time worked for any and all employers, including all driving and non-driving duties.

16.03(d) Off-duty time - School transportation vehicle operators may consider waiting time at special events, meal stops and school related events as off-duty if the following criteria are met: (Compensated waiting time does not necessitate on-duty time.)

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

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

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

16.04(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.

Emergency Evacuation Drills

4204-R-18.00 Emergency Evacuation Drills

18.01 Emergency evacuation drills shall be conducted with students by all school transportation vehicle operators and school transportation paraprofessionals at least twice during each school year, following the procedures in the Colorado Department of Education School Bus/Multifunction Bus/Motor Coach Bus Operator Guide.

18.01(a) One drill shall be conducted in the fall and the second drill conducted in the spring.

18.01(b) Substitute and Multifunction operators of 16 or greater capacity (counting the driver) vehicles shall be trained how to conduct the emergency evacuation drills.

18.02 Students on school related events shall receive emergency evacuation instruction prior to departure.

18.03 School district and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.

RAILROAD CROSSING



<http://oli.org/>

17.09(a) Eliminate, when practical, railroad crossings.

17.12 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:

17.12(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.

17.12(b) Stop the bus within 50 feet but not less than 15 feet from the nearest rail.

17.12(c) When stopped, the bus should be as far to the right of the roadway as possible and should not form two lanes of traffic unless the highway is marked for four or more lanes of traffic.

17.12(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.)

17.13 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.

17.13(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.

17.13(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 and has at least 15 feet clearance in front and at least 15 feet clearance to the rear.

17.13(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.

17.14 School transportation vehicle operators of School Buses, Multifunction Buses and Motor Coach Buses are not required to stop at crossings controlled by a red, amber, green traffic control signal when it is in the green position or when the crossing is controlled by a police officer or human flag person.

Accident/Breakdown Procedures

- <http://youtu.be/bXJ6lcoLmVo>



Fire – Breakdown - Students



Does your staff know how to use...?



Where to Point?
How to use?
Is it charged?
Is it smoke or steam?



Where?

One Way Streets?
On curves?
On Hills?

What Distances?
How do you carry them?

Speed – Vehicle Code

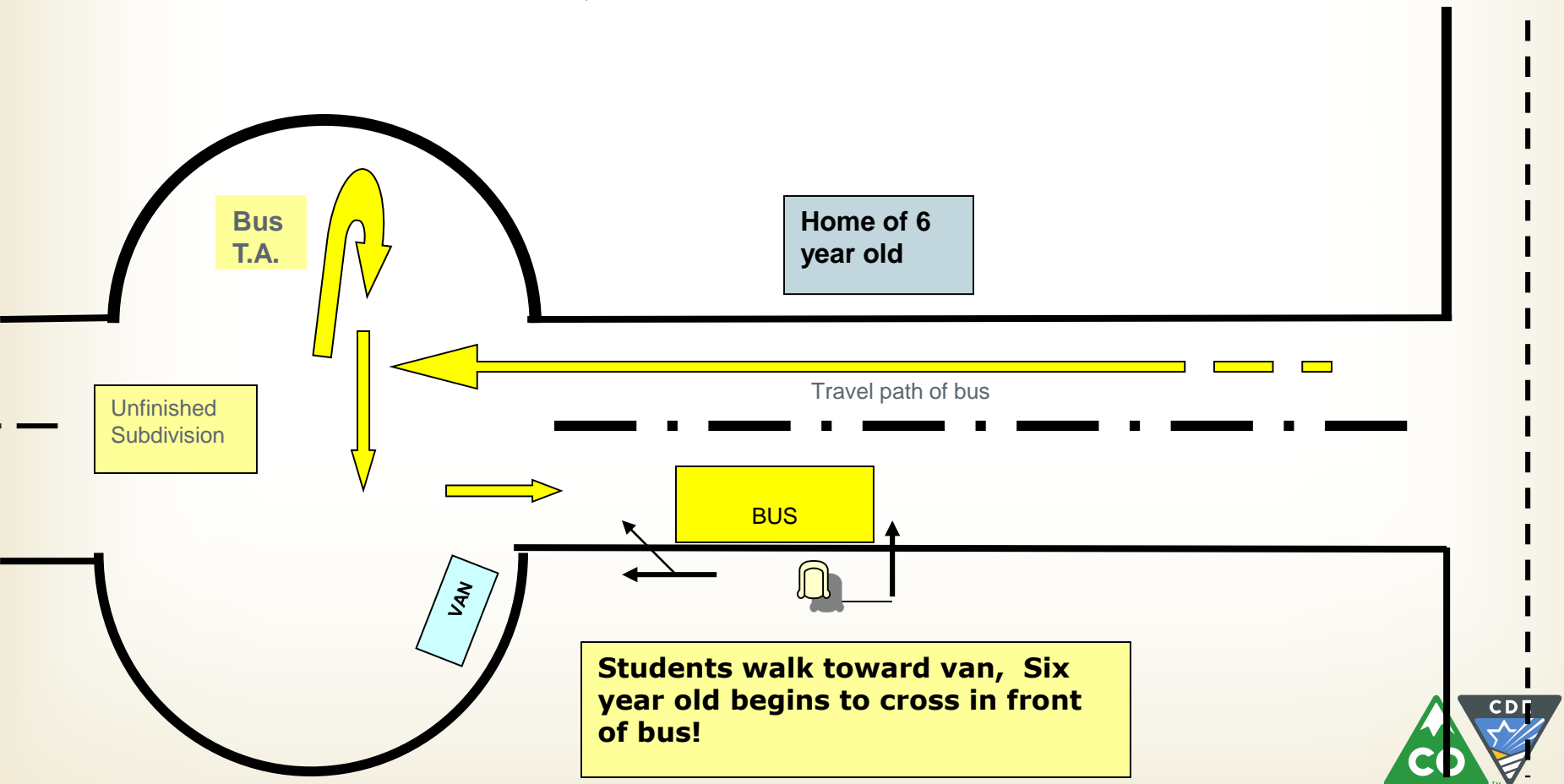
■ 1101. Speed limits.

- (1) No person shall drive a vehicle on a highway at a speed greater than is reasonable and prudent under the conditions then existing.
- (4) Except as otherwise provided in paragraph (c) of subsection (8) of this section, any speed in excess of the lawful speeds set forth in subsection (2) of this section shall be prima facie evidence that such speed was not reasonable or prudent under the conditions then existing. As used in this subsection (4), “prima facie evidence” means evidence which is sufficient proof that the speed was not reasonable or prudent under the conditions then existing, and which will remain sufficient proof of such fact, unless contradicted and overcome by evidence bearing upon the question of whether or not the speed was reasonable and prudent under the conditions then existing.
- <http://youtu.be/CWwbAgmE3N4>

SCHOOL BUS FATALITY CASE

- **A 6-year old girl was run over by her school bus**
- **The next slide shows a diagram of the accident location**

Accident Scene



CRASH FACTS

The School Bus Driver entered a subdivision to make the last stop of the day.

Students left the bus. The driver watched as 5 students walked down the passenger side of the bus toward the parent van parked behind the bus.

Crash Facts

A local police officer stated that the driver was watching children crossing the street behind the bus when she pulled forward, running over the child.

Crash Facts

The driver was unaware that the 6-year-old child rode the bus and did not see the child get off the bus at the bus stop.

The driver did not take proper safety steps before continuing the bus route.

Crash Facts

It was stated that the child was between one and eight feet in front of the bus.

The State Police Officer stated that the school bus mirrors were not properly adjusted.

Court Findings

School Bus Driver's Responsibilities:

- Driver owed a duty to the student.
- Driver did not follow bus stop laws.
- Inappropriate events resulted in the death of a child.

Court Findings

- ✓ Establish regulation governing the conduct of students for their safety while en route to and from school
- ✓ Statutes and rules indicate a high degree of care in the transportation of students.

Four Conditions of Determining Liability

1. **Duty** – an obligation to perform
2. **Breach of duty** – a failure to perform a duty
3. **Cause** – the failure to perform
4. **Damage** - failure to control the vehicle

■ Documentation

■ Documentation

■ Documentation

Pre-Trip/Post-Trip Inspections

- **4204-R-8.00 Pre-trip/Post-trip Vehicle Inspections**
- 8.01 Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or a district or service provider authorized transportation employee. A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle.
- 8.02 The pre-trip and post-trip inspection requirements for school transportation vehicles, other than small 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).

8.03 The pre-trip and post-trip inspection requirements for school transportation small vehicles shall include at a minimum all items listed on the CDE School Transportation Vehicle (Small Vehicle) – Pre-Trip and Post Trip Requirements Form (STU-8).

8.04 School districts and service providers shall have a procedure in place to verify that students are not left on an unattended school transportation vehicle.

Repairs and Maintenance

4204-R-11.00 Maintenance and Repair

- 11.01 School districts and service providers must ensure all school transportation vehicles are systematically inspected, maintained and repaired to ensure that school transportation vehicles are in safe and proper operating condition.
- 11.02 School districts and service providers shall have a system to document preventative maintenance, reported defects and repairs made to school transportation vehicles.
- 11.03 School districts 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.

- 11.04 Any identified damage, defect or deficiency of a school transportation vehicle must be reported to the school district or service provider which:
- 11.04(a) Could affect the safety of operation of the school transportation vehicle, or
 - 11.04(b) Could result in a mechanical breakdown of the school transportation vehicle, or
 - 11.04(c) Results in noncompliance with Colorado Minimum Standards Governing School Transportation Vehicles (1 CCR 301-25) and/or manufacturer's specifications.
- 11.05 Documentation for reported defects must include all of the following:
- 11.05(a) The name of the school district or service provider.
 - 11.05(b) Date and time the report was submitted.
 - 11.05(c) All damage, defects or deficiencies of the school transportation vehicle.
 - 11.05(d) The name of the individual who prepared the report.

- 11.06 Following a reported damage, defect or deficiency of a school transportation vehicle, school districts 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.
- 11.07 School districts and service providers shall not transport students in a school transportation vehicle which is not in safe and proper operating condition. A school transportation vehicle shall be designated as “out-of-service” by a school district or service provider, a school transportation annual inspector or the CDE School Transportation Unit.
- 11.07(a) Exemption - 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.

- 11.08 Following a school transportation vehicle being placed “out-of-service”, a school district, 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.
- 11.09 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.
- 11.09(a) The inspection-interval shall not exceed 4,000 miles for buses equipped with a manual slack adjuster air brake system.
- 11.09(b) The inspection-interval shall not exceed 6,000 miles for buses equipped with an automatic slack adjuster air brake system.

- 11.10 The preventive maintenance inspection interval on air disc brake systems shall not exceed 6,000 miles and shall include, at a minimum; inspection and documentation of:
- 11.10(a) Inspect the pad thickness by checking the mechanical wear indicators.
 - 11.10(b) Inspect the visible part of the rotors for cracks, excessive wear, damage, etc.
 - 11.10(c) Inspect 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.
- 11.11 The preventive maintenance inspection interval for hydraulic brake systems shall not exceed 6,000 miles and shall include, at a minimum, inspection and documentation of:
- 11.11(a) Proper parking brake operation.
 - 11.11(b) Proper brake fluid level and clarity.
 - 11.11(c) Adequate pedal reserve.
 - 11.11(d) Proper hydraulic/vacuum assist operation.
 - 11.11(e) Visual inspection for brake fluid leakage.
- 11.12 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 49 CFR 396.25.

Route Planning

4204-R-17.00 Route Planning – Student Loading and Discharge

17.01 School transportation small vehicles, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and School Buses (Types A, B, C, and D) may be used to transport students to and from school. Multifunction Buses Type B, C and D and Motor Coach Buses shall not be used to transport students to and from school.

17.02 The location of student stops shall consider factors including:

17.02(a) Ages of the students.

17.02(b) Visibility.

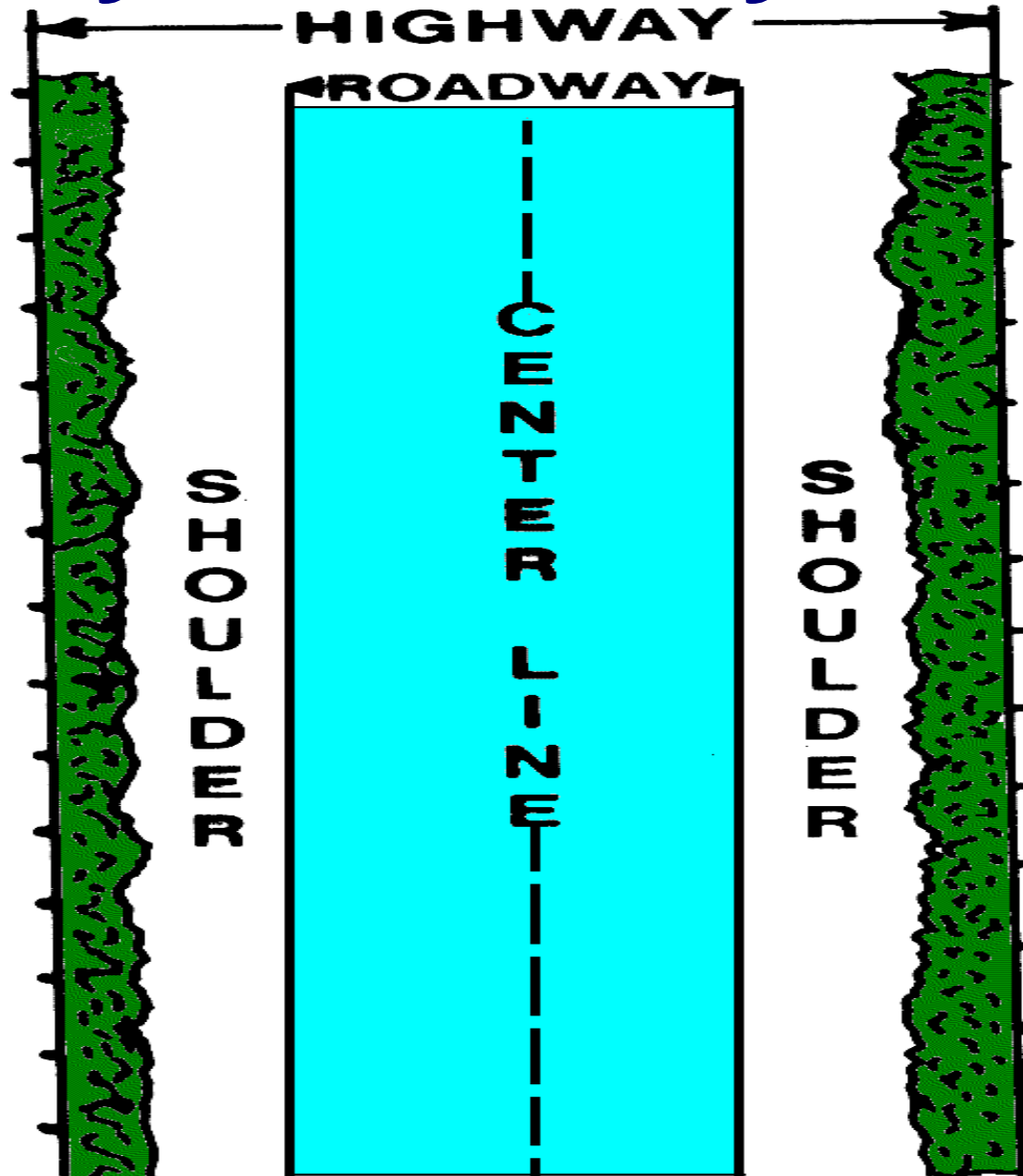
17.02(c) Lateral clearance.

17.02(d) Student access.

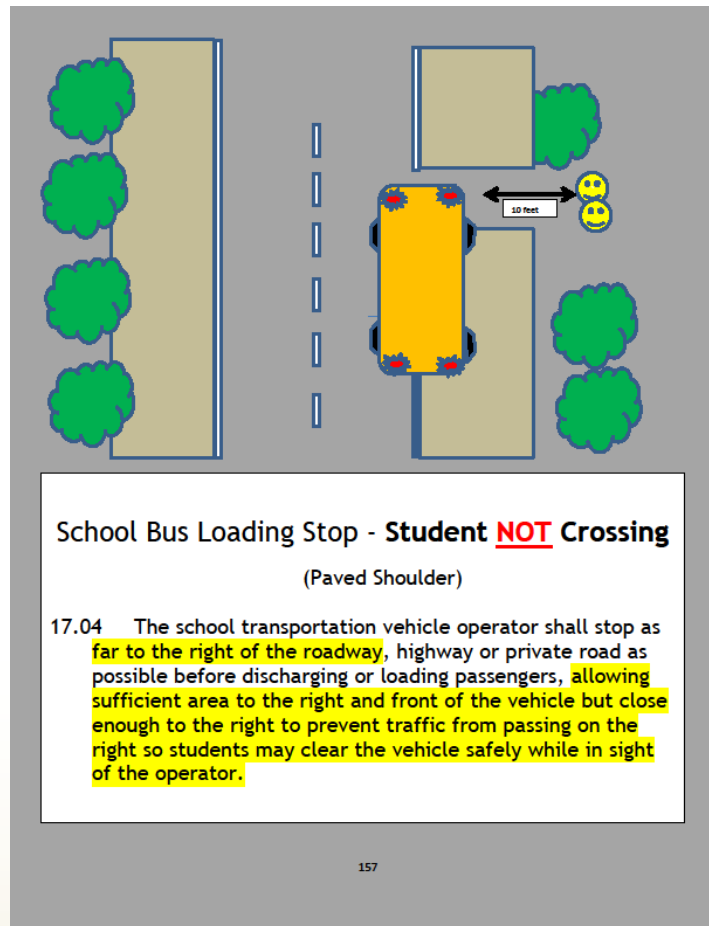
17.02(e) Control of other motorists.

17.02(e)(1) Student stops for Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles should be located off of the roadway whenever possible.

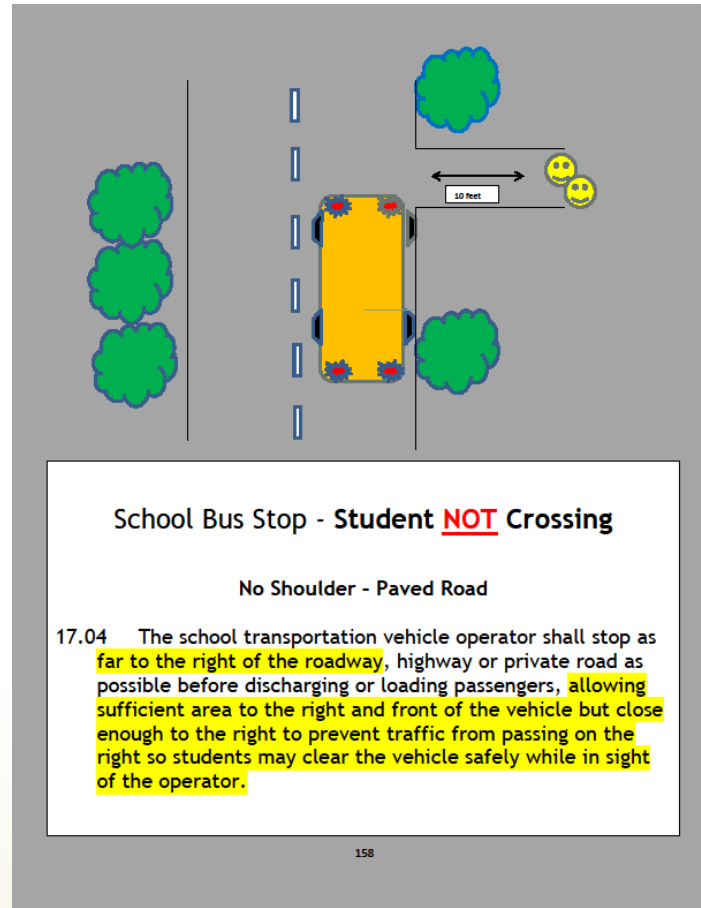
Highway - Roadway Definition



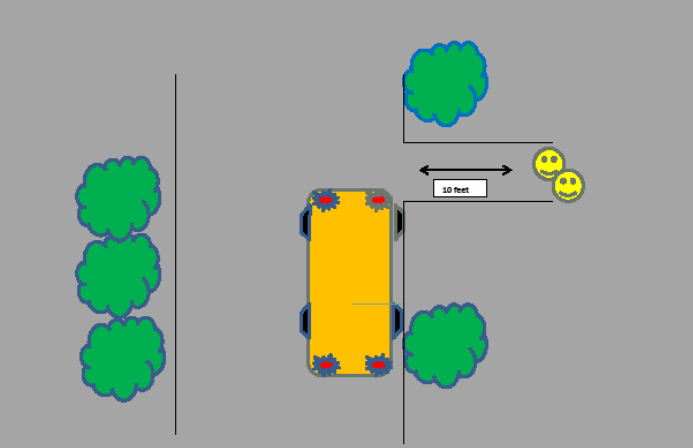
Student NOT Crossing – Paved Shoulder



Student NOT Crossing – Paved/No Shoulder



Student NOT Crossing – Dirt Road



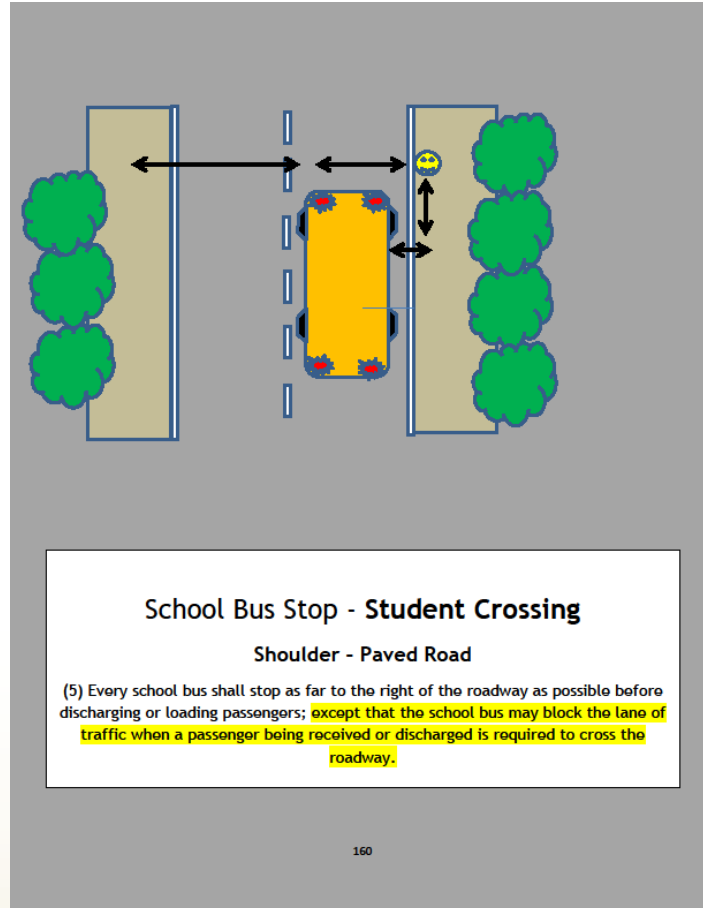
School Bus Stop - Student **NOT** Crossing

No Shoulder - Dirt Road

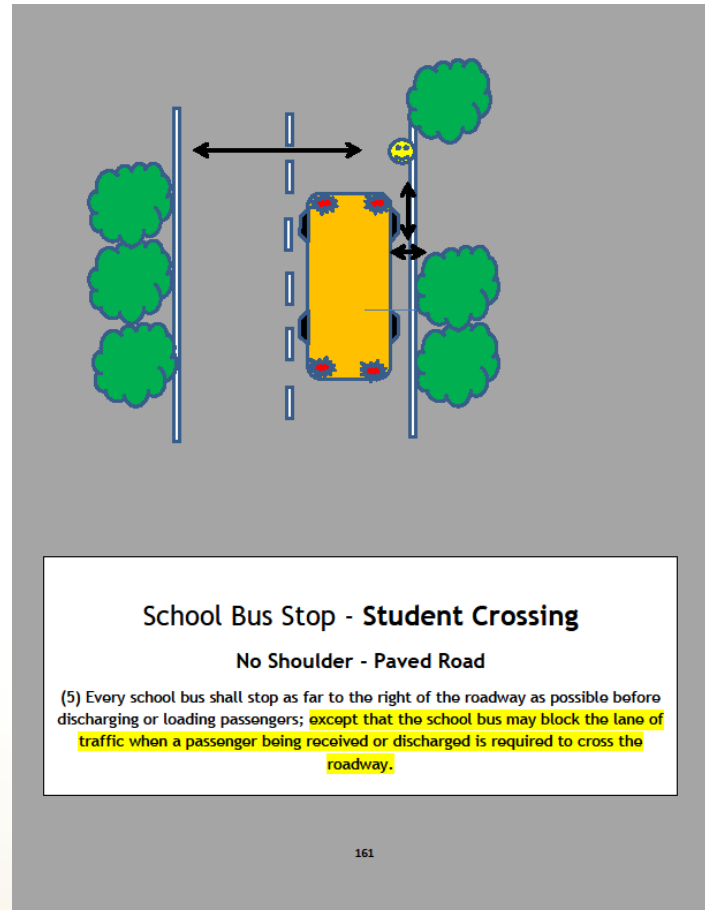
17.04 The school transportation vehicle operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on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

159

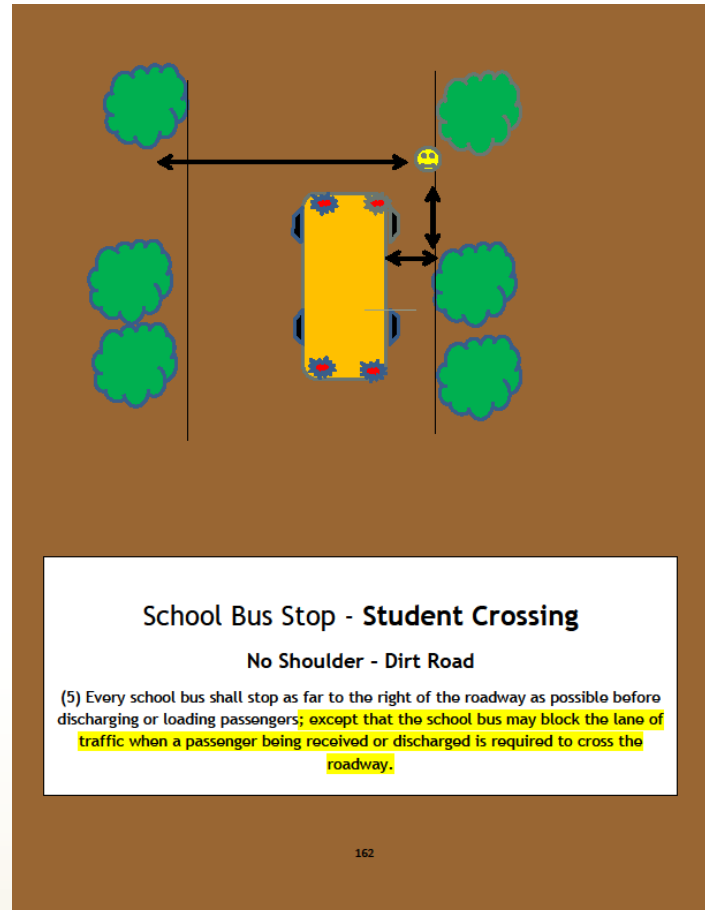
Student Crossing – Paved Shoulder



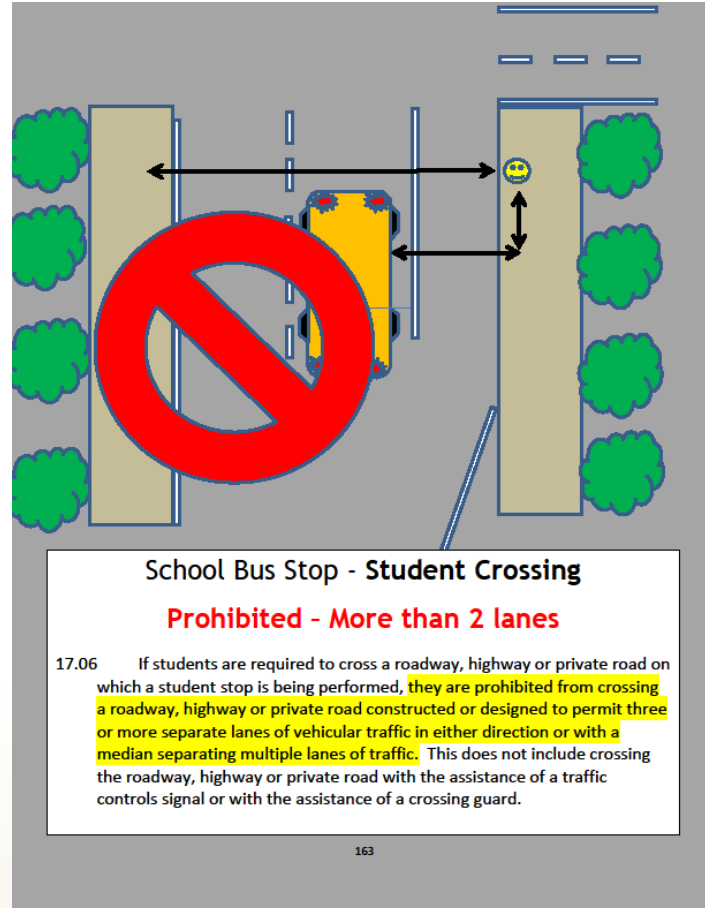
Student Crossing – Paved/No Shoulder



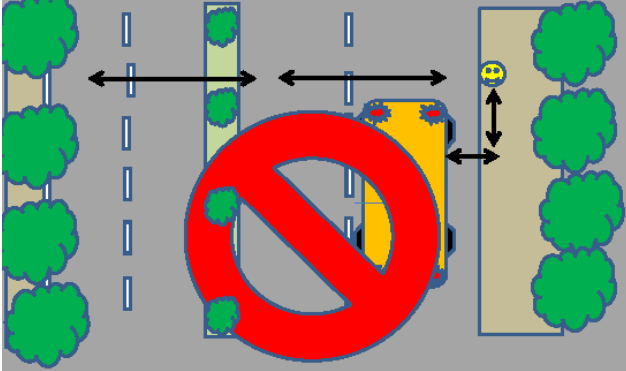
Student Crossing – Dirt Road



Prohibited Stop – More than 2 lanes



Prohibited Stop - Median



School Bus Stop - Student Crossing
Prohibited - Median

17.06 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. This does not include crossing the roadway, highway or private road with the assistance of a traffic controls signal or with the assistance of a crossing guard.

17.10 Pursuant to Section 42-4-1903(2), C.R.S., school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus when the student stop is at a location where the local traffic regulatory authority has by prior written designation declared such actuation unnecessary and when discharging or loading passengers who require the assistance of a lift device and no passenger is required to cross the roadway. Further, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small 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.

IMPROPER USE OF THE ALTERNATELY FLASHING RED LIGHTS

The alternating flashing red lights are:

- Not used for reasons other than loading or unloading school pupils
- Not used while backing
- Not used in making turns or turnarounds
- Not used when stopping at railroad crossings
- Not used for fog or inclement weather driving

Procedures for Reporting Motorist Passing Stopped School Bus

- ✓ Be sure motorist has violated the law before reporting
- ✓ Record the vehicle license number and other pertinent information about the vehicle on the complaint form
- ✓ Identify the vehicle and get plate #
- ✓ Follow your district procedure for where to file form (You are the complaining witness)
- ✓ Be prepared for a possible court appearance as the complaining witness

Student Management Procedure

SCHOOL BUS INCIDENT REPORT

BUS NO. _____ DATE AND TIME OF INCIDENT _____

STUDENT _____

Name

DRIVER _____

Failure to Remain Seated	Objects on Bus	Throwing
Refusing to Obey Driver	Out of Window	Hanging
Fighting -Pushing-Tripping		Spitting
Unacceptable Language		Rude-
	Discourteous-Annoying	
Lighting Matches / lighter /Using Tobacco	Bothering Others (See	
	Comment)	
Bullying	Vandalism (See Comment)	
Throwing Objects Out of Bus	Other (See	
	Comment)	
First Offense		Second Offense
		Third Offense

COMMENT: DESCRIBE AS CLOSELY AS POSSIBLE AND QUOTE LANGUAGE.

ACTION TAKEN BY SCHOOL: _____ DATE _____

PRINCIPAL OR OTHER SCHOOL OFFICIAL _____

NOTICE TO PARENTS OR GUARDIANS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

Just the Facts Ma'am

■ Bus referrals should be :

- Accurate and objective
 - Record facts as they occur – don't rely on memory
 - Record only current behavior
- Be Specific
- Detail the behavior and actual curse words if used
- Avoid editorial statements
 - *"Debbie is a problem like the whole group"*
 - *"David is just like his brother..."*
- Consistent
- Puts events in sequence
- Be truthful
 - Avoid opportunities to manufacture details



What if They Don't Have a Solution?

- **Assigned bus seat**
 - Predetermined number of days to fit the behavior
- **Conference with student**
 - Private time to discuss behavior and solutions
- **Bus Referral Report/Write Up**
- **Communication with parent**
 - Follow district/departments procedures

SPECIAL EDUCATION



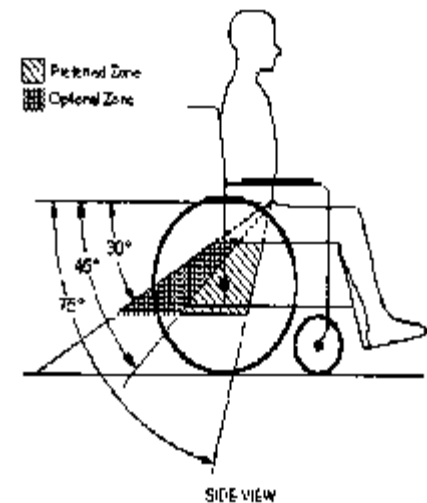
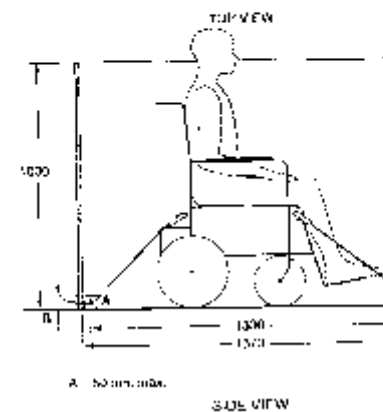
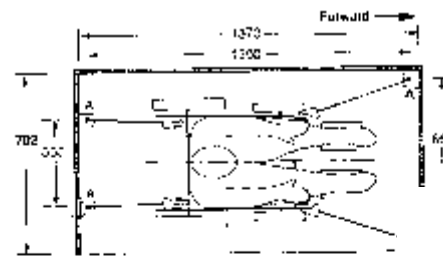
New Student Rider Information

- The transportation department (the supervisor) will be contacted regarding a new student rider. Within a very short period of time, normally within 10 days the student will need to begin riding the school bus.



HANDLING THE WHEELCHAIR

- Secure the wheelchair
 - Position the wheelchair
 - Attach the front tie downs
 - Attach the rear tie downs



Child Safety Restraint Systems (CSRS)

- All CSRS's must meet Federal Motor Safety Standards
- Children required to use car seats, safety vests, etc., must be fitted to the necessary device properly for the safety of the child.
- A Team approach (OT, PT, teacher, transportation supervisor, etc.) should determine the appropriate equipment to be used.

Summary

- All school bus drivers and paraprofessionals must receive appropriate training through their respective districts in all aspects of transporting students with disabilities.
- Bus drivers/aides should always feel that it is appropriate to ask questions.

Activity Route Planning

Considerations

- **Have discussion w/ Supervisor**
- **Times and Locations**
- **Special Situations**
 - Bridges, tunnels, toll roads
- **Special Stops**
 - Rest Stops
 - Suggested no more than 90 minutes between stops
 - Food Stops
 - Possible Fuel Stops



Activity Trip Planning

Considerations

- **Parking**
- **Keeping to the Schedule**
 - Know where to be and when
- **Customs Regulations**
- **How Do You Handle A Breakdown, after hours, on the weekend, 100 miles from the Garage?**



Planning for an Emergency

Emergency Phone Numbers

- School Office
- Supervisor or Designee (office & cell)
- After Hours Phone Numbers

Vehicle Information

- Proof of Insurance with name, address and phone number of the carrier
- Vehicle Registration

Special Considerations

- Special Medical Problems of Pupils
- Procedure If a Pupil Becomes ill



Emergency Exits



All Exits must be clear of any type of an obstruction and all aisles are to be unobstructed at all times.

Supervisor Responsibilities

- Scheduling vehicles and drivers
- Providing necessary time for planning
- Communications with
 - Transportation staff and Trip organizers
- Providing necessary means for communications during the trip



School Transportation Advisory Review (STAR)

Most people think that we are coming with a magnifying glass to find non-compliant items.....



When we are actually coming to give you a helping hand to bring you into compliance with state and federal regulations/rules..



STAR Process

- **Notice of Selection sent to Superintendent with Data Sheet that is required to be completed and returned to CDE by the date indicated in the letter.**
- **Notice of Approximate date (30 days prior)**
- **Review - either Technical or Administrative**
- **Follow up letter to Superintendent**
 - Commendations
 - Non-Compliance Concerns
- **District Response (within 30 days)**
- **Thank You – “You’re Good”**

COMMON THINGS WE FIND

- **Lack of Documentation**
- **DQ File items expired/missing**
- **Annual Inspection Forms incomplete/inaccurate**
- **Shop**
 - No written process of documentation - from pre-trip, repair request, out of service, repairs, work orders, driver notification repaired.
 - Inspectors expired
 - Site Certifications not valid
- **Buses**
 - Unsecured items
 - Seats unhooked
 - Window stickers missing
 - First Aid/Fluid Kits incomplete
 - You gotta be kidding me items!

CDE Projects

- Emergency Contact List
- 2016-17 Review Process
- In-Services
- Regional Training on New Operation Rules
- Transporting Students with Disabilities Manual
- TAC
- Bus Driver/Small Vehicle Tests – new annually
- Website

Questions/Comments

Thank You!

If we can be of any assistance,
please do not hesitate to
contact us.

DRIVE SAFE