



100 Training Series

2016 Transportation Summit
Northglenn Colorado

Agenda

Housekeeping

Classroom

Phones

Restrooms

Smoking

Breaks

Sign-In

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



111 Colorado Regulations

**Colorado Rules for the Operation, Maintenance and Inspection of School
Transportation Vehicles 301-26**

Colorado Minimum Standards Governing School Transportation Vehicles CCR 301-25

Rules for the Administration of the Public School Transportation Fund

New Operation Rules

- Extensive Communication with
 - Transportation Advisory Council
 - Colorado State Patrol
 - Federal Motor Carrier
 - Colorado Department of Revenue - CDL
 - CSPTA Trainers
 - District Trainers – rural and metro
- Make sure no undo hardship for rural districts
- Make sure does not have excessive additional expenses

Effective Date July 30, 2016

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**

Website

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

District Responsibilities

- outline job responsibilities and develop job qualification standards copy to employee upon employment
- shall maintain separate files
- more than one school district, each district shall maintain a file with documentation
- DOT approved substance abuse testing program
- 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.
- 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.
- 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.
- shall have a system to document preventative maintenance, reported defects and repairs made to school transportation vehicles.

Colorado Regulations

- Driver's qualification Files (DQF)

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:

Copy of CDL License with proper endorsements – minimum of 18 years old

DOT Medical Examination Certificate – not entire form (will be done electronically soon via CDL)

MVR - current/please initial

Documentation of Pre-Service Training - 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.

Documentation the driver received or has access to the CDE School Bus/Multifunction Bus/Motor Coach Bus Operator Guide prior to transporting students (new driver)

Documentation of all in-service training - minimum of 6 hours annually

Copy of passing Annual Written Test (SB/MF/MC)

Documentation of successfully passing pre-service and annual performance evaluation, including pre-trip
Documentation of pre-service training on type of vehicles to be driven, type of duties
Documentation of student confidentiality training
Documentation of first aid, CPR, and universal precautions training within 90 calendar days (new driver) –
or copy of certification of such training (2 years)
Documentation of CSRS and wheelchair training if applicable.
Documentation operator has received Drug and Alcohol Training

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

Copy of current valid driver license – minimum of 18 years old
DOT Medical Examination Certificate – not entire form
Current MVR – please initial
Documentation of Pre-Service Training
Documentation the driver received or has access to the CDE Type A Multifunction and Small Vehicle ROUTE Operator Guide prior to transporting students (new driver)
Documentation of all in-service training - minimum of 6 hours annually
Copy of passing Annual Written Test (Type A MF/SV Route Operator Test)

Documentation of successfully passing pre-service and annual performance evaluation, including pre-trip

Documentation of pre-service training on type of vehicles to be driven, type of duties

Documentation of student confidentiality training

Documentation of first aid, CPR, and universal precautions training within 90 calendar days (new driver) – or copy of certification of such training (2 years)

Documentation of CSRS and wheelchair training is applicable.

Documentation operator has received Drug and Alcohol Training – Per district policy

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:

Copy of current valid driver license – minimum of 18 years old

Completed and signed copy of STU-17 and any doctor releases

Current MVR – please initial

Documentation of Pre-Service Training

Documentation the driver received or has access to the CDE Type A Multifunction and Small Vehicle Operator Guide prior to transporting students (new driver)

Documentation of all in-service training - minimum of 6 hours annually

Copy of passing Annual Written Test (Type A MF/SV)

Documentation of successfully passing pre-service driving performance evaluation, including pre-trip

Documentation of pre-service training on type of vehicles to be driven, type of duties

Documentation of student confidentiality training

Documentation operator has been given or had access to first aid, CPR, and universal precautions information

Documentation of CSRS and wheelchair training is applicable.

Documentation operator has received Drug and Alcohol Training

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.

Documentation that paraprofessional has receive pre-service training for the type of duties they may be required to perform prior to transporting students. (new)

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.

Copy of valid driver license with proper class and endorsements for the size and type of vehicle(s) to be inspected.

Documentation of a Brake Inspector Qualification Certificate

Documentation of two years of verifiable experience in the maintenance of light, medium or heavy duty vehicles.

Documentation of successfully passing the CDE initial Hands-on performance test

Documentation of successfully passing the CDE annual inspector qualification written test initially, and every three years a passing recertification written test.

Colorado Regulations

- Record Retention

Colorado Regulations

- Required Information
 - Job Description
 - Copy /Access to applicable Guide
 - Small Vehicle Non-Route
 - Copy/access to applicable guide
 - First Aid
 - Adverse Weather
 - Mountain Driving

Colorado Regulations

- New Hires

Pre-employment Drug – do not place in DQ – they must be kept in a separate, locked file with limited access.

Physical Form – DOT or STU-17

Valid license – proper endorsements if applicable

Documentation they received job description and guide(s)

Employment application – HR?

Documentation of all pre-service required training – student confidentiality, drug and alcohol, etc.

Documentation of all district pre-service training – railroad tracks, evacuations, etc.

Previous employer D & A - if CDL driver prior to hire

Colorado Regulations

- Training Records

All training records must have documentation showing

Date

Instructor

Description of Topics

Duration of each topic

Participant signature

Records can be kept electronically.

Sample forms of Pre-Service documentation/training on CDE website

Colorado Regulations

- Background Checks

Follow District Policy

When applying for CDL check will be conducted

Colorado Regulations

- **Fingerprinting**

Follow District Policy

When applying for CDL Fingerprints will be taken.

Colorado Regulations

- Tracking certifications and expirations

Computer Programs

Excel Spreadsheet

DQ files - Important to keep them organized

Electronic Files

Colorado Regulations

- Driver's Licenses

- New CDL operators

- Must have valid regular driver license and be 18 years old
 - Pass the written test applicable to the commercial license - General knowledge and air brakes (required if driving a vehicle with air brakes)

Must have "S – School Bus Endorsement " "P1 or P2 Passenger Endorsement"
Class "B" or "C" CDL

- Once successfully passed required exams – purchase CLP Commercial Learner's Permit (check, cash, credit \$16.80) valid for 180 days. Must be held for 14 calendar days before the CDL skills test can be taken

- Practice, Practice, Practice

- Take Skills test – Pass – Get copy of certificate (make an additional copy)

- Return to DMV Office - Must present:

- Current DOT Medical Card
 - Proof of current physical Colorado address documents
 - Proof of your social security number
 - Skills test certificate
 - Purchase CDL (check, cash or credit \$15.50)

Driver's Licenses

- Renewals
 - Check eligibility to renew online
 - Check eligibility to renew-by-mail
 - Schedule an appointment
 - Bring valid Colorado license
 - Proof of Social Security Number
 - Proof of current physical Colorado address documents
 - Applicable fee
 - Expect:
 - Vision screening
 - Signature capture
 - Fingerprint capture
 - Photograph

License and Training Matrix

- Also available in Guides and on website
- <http://www.cde.state.co.us/transportation/operationslicenseandtrainingmatrixjune2016>
- [License and Training Matrix](#)

Colorado Regulations

- Annual in-service training for drivers and paraprofessionals
 - First Aid, CPR and Universal Precautions – Within 90 calendar days of employment - Every 2 years thereafter.
 - Student Confidentiality – Initially – Every 2 years
 - Trailer Towing – If applicable
 - Required 6 hours Annually – can do a portion during the school year
 - Training on use and maintenance of Child Safety Restraint Systems (CSRS) and Wheelchairs
 - Documentation required for CDE compliance

Colorado Regulations

- Annual testing
 - All Commercial Drivers must be in Random Drug and Alcohol Testing Program
- Required pre-service testing
 - CDE written test
 - Small Vehicles – Initial/Annually
 - Small Vehicle Route – Initial/Annually
 - School Bus – Initial/Annually
 - Motor Coach – Initial/Annually
 - Ride along evaluations – in vehicle similar to what they will be driving
 - Small Vehicles – Less than 15 passengers – Initial/As needed
 - Small Vehicle Route Operators – Initial/Annually
 - School Bus – Initial/Annually
 - Motor Coach – Initial/Annually

Colorado Regulations

- Student stops

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.

17.03 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 passenger door(s) of a small vehicle.

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.

17.04(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.

- 17.05 Student stops shall not be located on the side of any major thoroughfare whenever access to the destination of the passenger is possible by the use of a road or street which is adjacent to the major thoroughfare.
- 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.

17.07 Four-way hazard lamps shall be used on private property such as parking lots.

17.08 Alternating flashing red warning signal lamps shall not be activated within 50 feet of an intersection if the intersection is controlled by a traffic control signal.

17.09 Routes shall be planned as to:

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

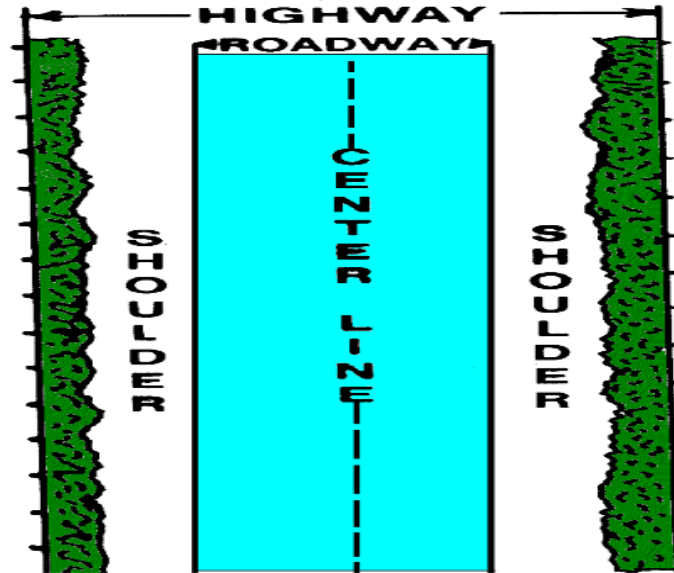
17.09(b) Have stops be a minimum of 200 feet apart since alternating flashing amber warning signal lamps must be activated a minimum of 200 feet in advance of the stop.

17.09(b)(1) Exception: Student stops located 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, may designate student stops less than 200 feet apart upon detailed written approval by the school district board of education and/or their 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.

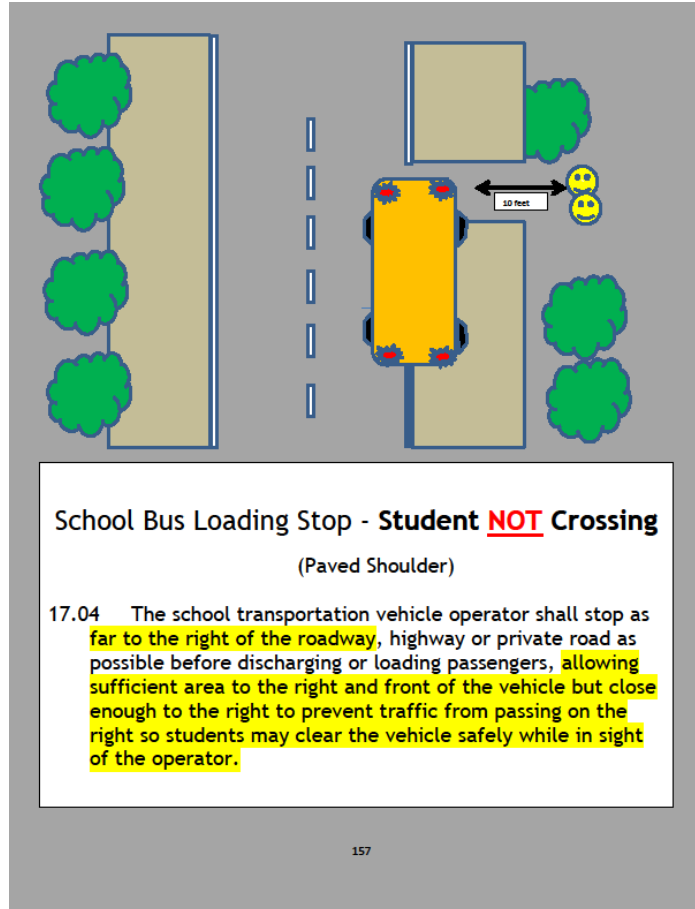
17.10 Pursuant to Section 42-4-1903(2), C.R.S., school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus when the student stop is at a location where the local traffic regulatory authority has by prior written designation declared 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.

- 17.11 School transportation vehicle operators shall not relocate a student stop without approval of the school district or service provider.
- 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.)

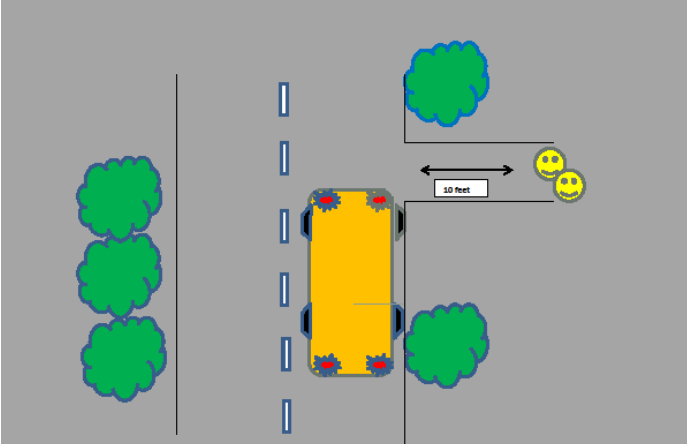
Roadway Definition -



Student NOT Crossing – Paved Shoulder



Student NOT Crossing –Paved/No Shoulder



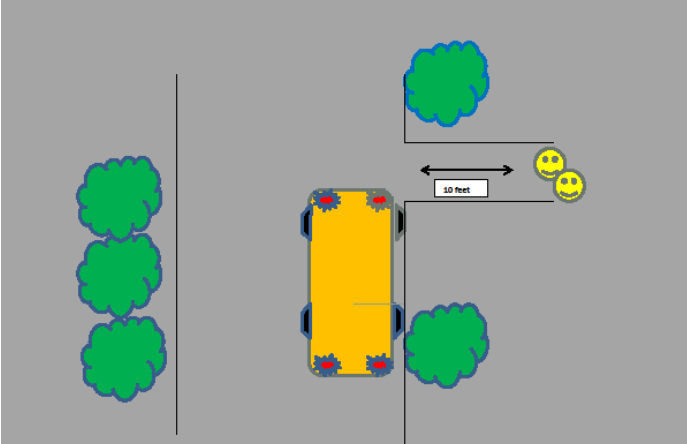
School Bus Stop - Student NOT Crossing

No Shoulder - Paved 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.

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Student NOT Crossing – Dirt Road



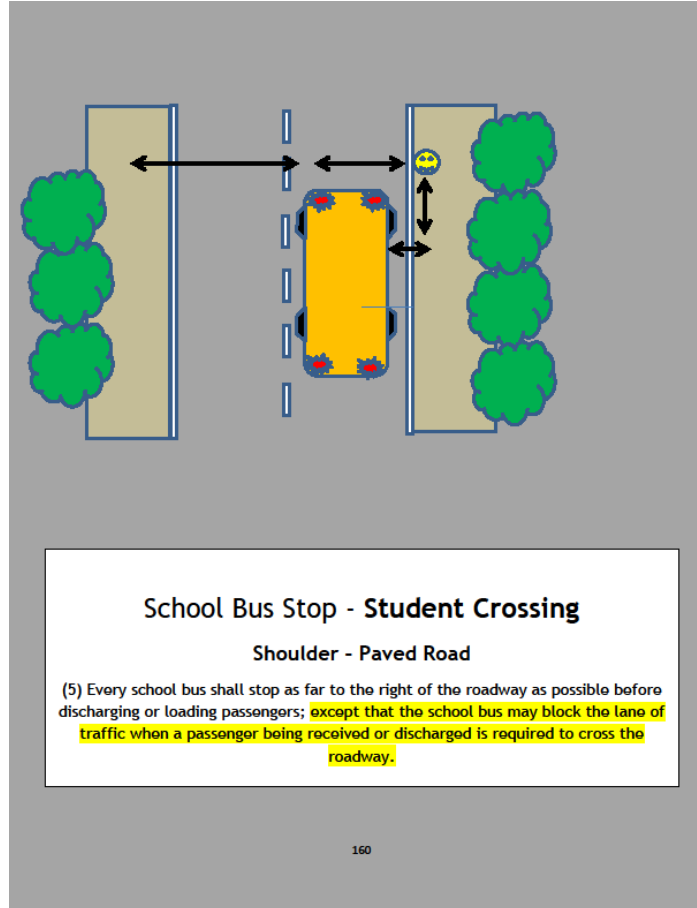
School Bus Stop - Student **NOT** Crossing

No Shoulder - Dirt Road

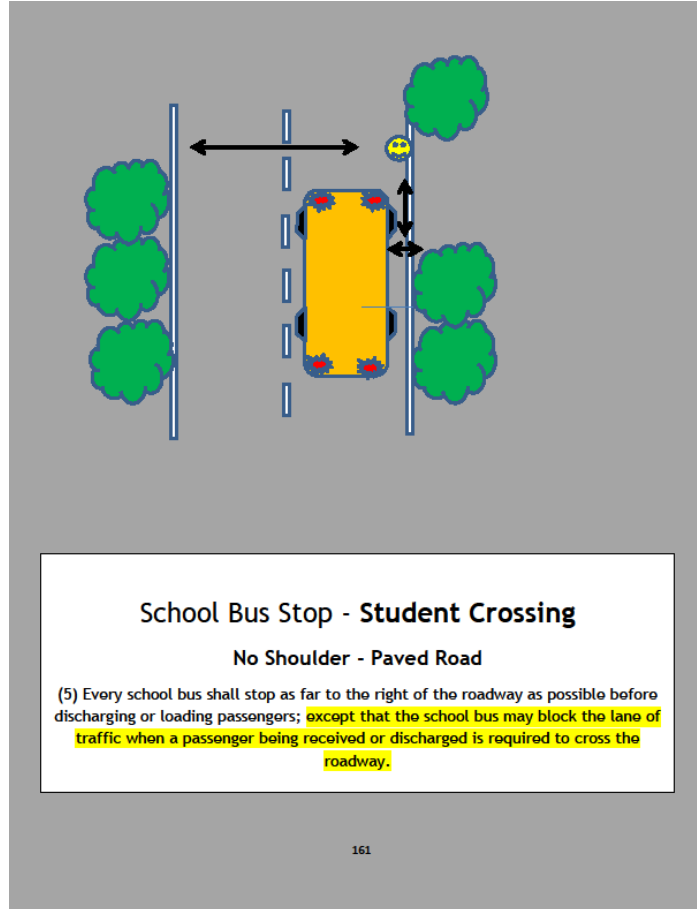
17.04 The school transportation vehicle operator shall stop as far to the right of the roadway, highway or private road as possible before discharging or loading passengers, allowing sufficient area to the right and front of the vehicle but close enough to the right to prevent traffic from passing on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

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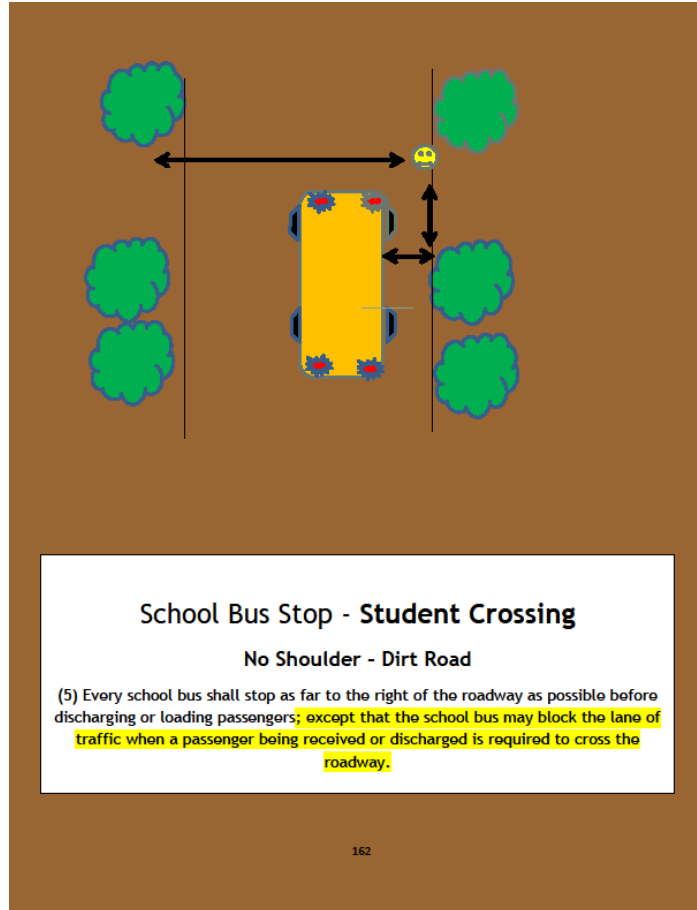
Student Crossing – Paved Shoulder



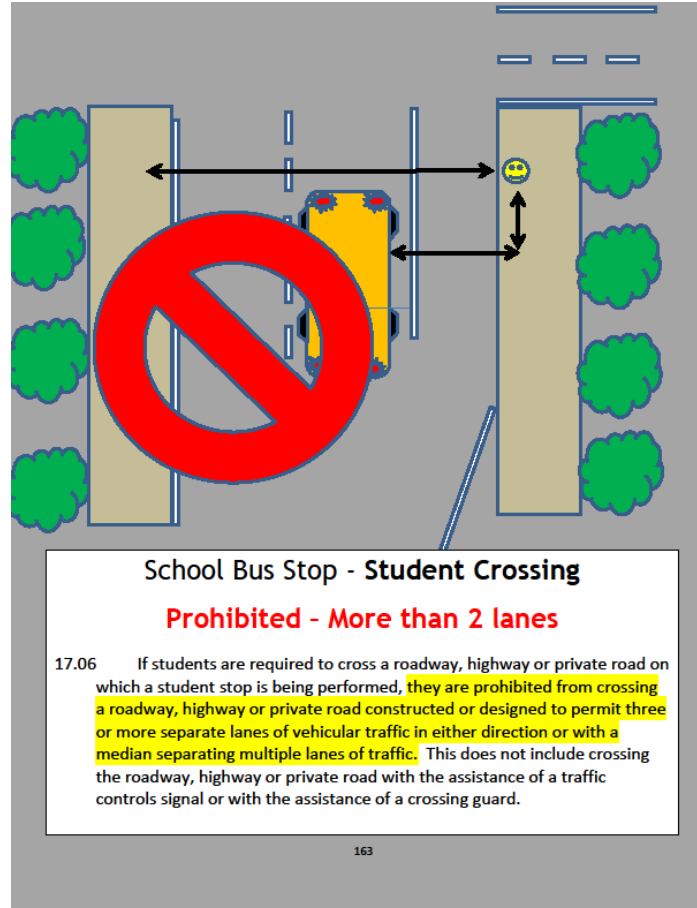
Student Crossing – Paved/No Shoulder



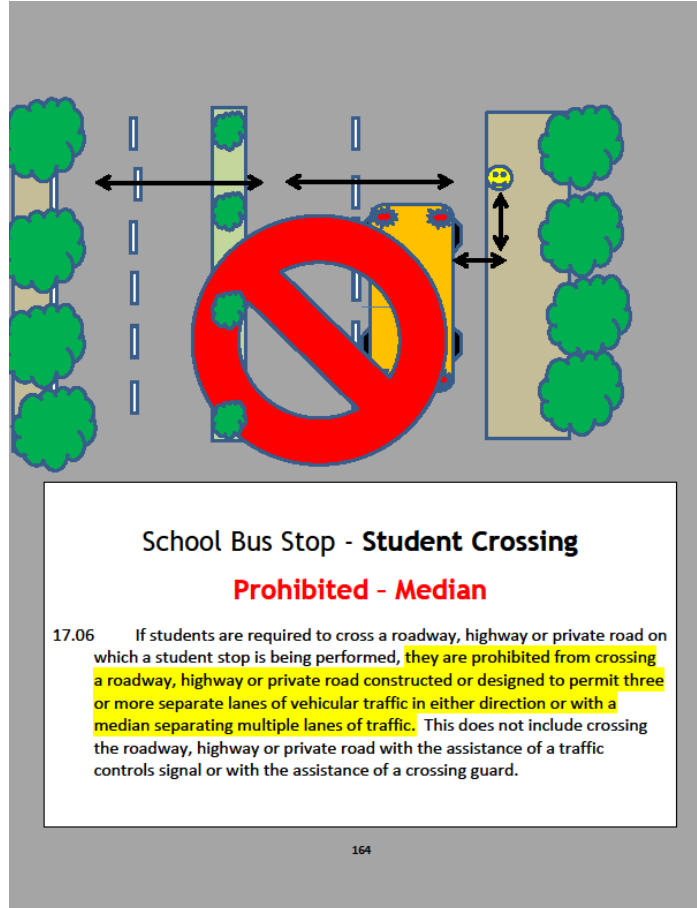
Student Crossing – Dirt Road



Prohibited Stop – More than 2 Lanes



Prohibited Stop - Median



Hazard Light Stops -

- 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.

Annual Inspectors

- 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.
- shall provide a Brake Inspector Qualification Certificate meeting the requirements of 49 CFR 396.25 to the school district or service provider.
- shall have at least two years verifiable experience in the maintenance of light, medium or heavy duty vehicles
- shall successfully pass the CDE initial hands-on performance test.
- shall successfully pass the CDE annual inspector qualification written test initially, and every three years thereafter pass the CDE annual inspector recertification written test.

Site Certification

- required at each facility/location where CDE annual inspections for school transportation vehicles are performed.
- shall post the CDE Inspection Site Certificate at the inspection site.

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

shall be large enough to accommodate the vehicle, equipment and tools necessary to perform the inspection.

shall have a floor surface or pad adequate to safely support the maximum weight of the largest vehicle to be inspected.

shall have adequate lighting and ventilation.

shall, at the time of inspection, have the equipment and tools necessary to properly complete the annual inspection.

shall have tools designed and calibrated to take accurate readings of appropriate measurements, such as brakes and tires.

Defects

- Documentation for reported defects must include all of the following:
 - The name of the school district or service provider.
 - Date and time the report was submitted.
 - All damage, defects or deficiencies of the school transportation vehicle.
 - The name of the individual who prepared the report.

Colorado Regulations

- Emergencies
 - Evacuations
 - Front Door
 - Rear Door
 - Front and Rear
 - Side
 - Tornado
 - Other emergency events

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.

Non-Compliance

4204-R-3.00 Non-Compliance

- 3.01 CDE will perform periodic School Transportation Advisory Reviews (STAR) of school districts and service providers to evaluate and assist with compliance of these rules.
 - 3.01(a) CDE will provide school districts and service providers written notification of the STAR findings.
 - 3.01(b) Upon receipt of the written notification of STAR findings, school districts or service providers shall respond in writing to outline corrective actions if necessary.
- 3.02 CDE shall revoke or suspend the certificate for a school transportation annual inspector, school transportation annual inspector hands-on tester or inspection site under the following circumstances:
 - 3.02(a) A school transportation annual inspector, school transportation annual inspector hands-on tester or inspection site does not meet the requirements outlined in these rules.
 - 3.02(b) School transportation annual inspections or hands-on tests have not been properly conducted.

Colorado Regulations

- CDE School Transportation Assistance Review (STAR)
 - Process
 - Schedule through 2020 on our website
 - Letter to Superintendent
 - Letter giving notice of date of review – 30 days in advance
 - Letter of review findings – requires a written response from the district and required documentation, if any.
 - Letter stating district is in compliance
 - Reports
 - Commendations
 - Non-Compliance
 - What to expect
 - Arrive normally around 9:00 a.m. or 1:00 p.m.
 - Review of pre-service training documentation
 - Review of annual in-service training documentation
 - Review of all Qualification Files
 - Review of Garage documentation
 - Review of Maintenance and Annual Inspection documentation
 - Operations/Driver Training - Susan 3-4 hours
 - Garage/Maintenance – Brian Depends on size of fleet

Thank You

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