

Qualification Files Documentation Requirements

2020-2021

School Bus/Multifunction/Motor Coach Qualification File

- a. Job Description 4.01
- b. Current Copy of CDL License with proper class and endorsements 5.01(a)
- c. Current Copy of US DOT Medical Certificate 5.01(a)
- d. Current Motor Vehicle Record 5.01(c)
- e. Certificate of Receipt from School Bus/Multifunction/Motor Coach Guide 5.01(d)
- f. Current CDE Written Test for School Bus/Multifunction/Motor Coach 5.01(f)
- g. Initial Driving Performance and Pre-Trip Test 5.01(g)
- h. Annual Driving Performance Test 5.01(g)
- i. Training Documentation
 - a. Drug and Alcohol Training (Fed 49 CFR Part 40)
 - b. Mountain and Adverse Weather Training (per CRS 14-4-1902)
 - c. Confidentiality 4.06 and 5.01(h)
 - d. Six (6) hours annual in-service training 5.01(e)
 - e. Pre-Service Training 5.01(h)
 - f. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Training 5.01(i)
 - g. Child Safety Restraint Systems (if applicable) 5.01(j)
 - h. Wheelchair Securement (if applicable) 5.01(j)

Type A/ Multifunction/Small Vehicle ROUTE Qualification File

- a. Job Description 4.01
- b. Current Copy of Operator License with proper endorsements 5.02(a)
- c. Current Copy of US DOT Medical Certificate 5.02(c)
- d. Current Motor Vehicle Record 5.02(c)
- e. Current CDE Written Test for Type A/Multifunction/Small Vehicle ROUTE 5.02(g)
- f. Certificate of Receipt from Type A/Multifunction/Small Vehicle ROUTE 5.02(g)
- g. Initial Driving Performance and Pre-Trip Test 5.02(h)
- h. Annual Driving Performance Test 5.02(h)
- i. Training Documentation
 - a. Mountain and Adverse Weather Trainings (per 42-4-1902)
 - b. Confidentiality 4.06 and 5.02(i)
 - c. Six (6) hours annual in-service training 5.02(f)
 - d. Pre-Service Training 5.02(i)
 - e. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Training 5.02(j)
 - f. Child Safety Restraint Systems (if applicable) 5.02(k)
 - g. Wheelchair Securement (if applicable) 5.02(k)
 - h. Trailer Towing (if applicable)

Type A/ Multifunction/Small Vehicle Qualification File

- a. Current Copy of Operator License 5.03(a)
- b. Current Motor Vehicle Record 5.03(c)
- c. Current Copy of CDE STU-17 Multifunction/Small Vehicle Operator Medical Information Form 5.03(d)
- d. Certificate of Receipt from Type A/Multifunction/Small Vehicle 5.03(d)
- e. Current CDE Written Test for Type A/Multifunction/Small Vehicle 5.03(e)
- f. Job Description 4.01 and 5.03(g)
- g. Initial Driving Performance and Pre-Trip Test 5.03(i)
- h. Training Documentation
 - a. Confidentiality 4.06 and 5.03(g)
 - b. Pre-Service Training 5.03(g)
 - c. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Information 5.03(h)
 - d. Child Safety Restraint Systems (if applicable) 5.02(k)
 - e. Wheelchair Securement (if applicable) 5.02(k)
 - f. Trailer Towing (if applicable)

Paraprofessional

- a. Job Description 4.01
- b. Training Documentation
 - a. Pre-Service Training 5.04(a)
 - b. Additional Training as required 5.05

Annual Inspector

- a. Current Copy of Operator License 6.02(a)
- b. Brake Inspector Qualification Certificate 49 CFR 396.25 and 6.02(b)
- c. Documentation verifying two (2) years of experience 6.02(c)
- d. CDE initial hands-on performance test 6.02(d)
- e. CDE Annual Inspector written test 6.02(e)