

## **BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES**

Drivers shall conform to state laws and to regulations of the Colorado Department of Education (CDE) and of the Colorado Department of Revenue Division of Motor Vehicles (DMV) regarding training, licensing and other requirements.

School bus drivers are responsible for safeguarding the lives of children in performance of their duties. Only persons who are properly licensed by the state and have completed the driver-training program with an acceptable safety / Motor Vehicle Record (MVR) will be permitted to drive school buses. Drivers shall maintain their Commercial Drivers License (CDL) and a personal safe driving record. MVR's will be subject to review by the District's Risk Management Department and the Transportation Department to determine continued eligibility for insurability and employment.

Federal law and the U.S. Department of Transportation (DOT) require CDL holders to take and successfully pass a Medical Examination for a Commercial Driver Fitness Determination. This physical is required to ensure the ability of the driver to safely operate a commercial vehicle. Drivers shall have on their possession at all times their CDL.

When due, physical examinations shall be conducted by a physician selected and paid for by the District. If a driver wishes to select a different physician, the physician selected by the driver must be approved in advance by the Director of Transportation and the examination shall be conducted at the driver's own expense.

The Board authorizes the Superintendent/Director of Transportation to develop and implement standard operating procedures as they relate to the functions and performance requirements of bus drivers.

The Director of Transportation shall develop and implement a training program consisting of classroom instruction and on-the-road instruction for drivers. New drivers/driver trainees shall receive this training prior to transporting students. Annually, drivers shall receive training to address and meet all CDE requirements. In addition, the following subjects will be addressed: transportation standard operating procedures, best practices, defensive driving, student management, working with special needs students, student records confidentiality, emergency evacuation procedures and communications. All drivers shall receive an annual documented on-the-road performance evaluation.

All information/documentation pertaining to a driver's licensing, qualifications and training shall be maintained by the Director of Transportation in a Driver Qualification File.

Adopted September 1972  
Revised June 23, 1982  
Revised November 1992  
Revised April 14, 1993

Reviewed May, 1995  
Revised June 22, 2011  
Revised June 10, 2015

LEGAL REFS.: C.R.S. 42-4-1901 through 1904 (School Bus Requirements)  
1 CCR 204-12 (Colorado Department of Revenue, Division of  
Motor Vehicles, Commercial Drivers' License Rules)  
1 CCR 301-26, Rules 4204-R-200 through 235  
8 CCR 1507-1 (Minimum Standards for the Operation of  
Commercial Vehicles)  
49 C.R.F. Part 383 (Commercial Driver's License Standards;  
Requirements and Penalties)

CROSS REFS.: Policy EEAE, Bus Safety Program