**JOB DESCRIPTION**

POSITION: CDE Annual inspector

ANNUAL INSPECTOR DEFINED:

One is qualified by CDE to perform annual inspections on a school transportation vehicle to confirm the vehicle complies with CDE regulations.

GENERAL:

Shall ensure all school transportation vehicles and trailers pursuant to 1 CCR 301-26-R-13.11 have a CDE annual inspection conducted by a CDE-certified annual inspector prior to transporting students and annually thereafter.

QUALIFICATIONS:

* School transportation annual inspectors shall meet or exceed the following requirements:
* Shall possess a valid driver's license with the proper class and endorsements for the size and type of vehicle(s) to be inspected.
* Shall provide to the school district, charter school, or service provider a Brake Inspector Qualification Certificate meeting the requirements of the Federal Motor Carrier Safety Regulations, 49 CFR section 396.25.
* Shall have at least two years of verifiable experience in the maintenance of light, medium, or heavy-duty vehicles.
* Shall successfully pass the CDE initial hands-on performance test proctored by a certified school transportation annual inspector hands-on-tester.
* Shall successfully pass the CDE annual inspector qualification written test initially, and every three years thereafter pass the CDE annual inspector recertification written test.
* Shall have training on the maintenance of electric vehicles prior to inspecting an electric vehicle.

SPECIFIC:

* Ensure all school transportation vehicles and trailers have a CDE annual inspection conducted prior to transporting students and annually thereafter.
* Ensure recently purchased school transportation vehicles successfully pass a CDE annual inspection prior to transporting students, and then annually thereafter.
* Ensure all annual inspections are properly documented and maintained in the proper vehicle file.
* Ensure all school transportation vehicles are systematically inspected, maintained, and repaired and are in safe and proper operating condition.
* Document all preventative maintenance, reported defects, and repairs made to school transportation vehicles.
* 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.
* Ensure that all student transportation vehicles are equipped with a current STU-25 Affidavit of Annual Inspection prior to transporting students.

REPORTS TO:

Reports to the superintendent and/or Director of Transportation.

Follows procedures as outlined by the Board of Education and administration of the district, as well as all of the requirements of the Colorado Department of Education.