



COLORADO

Department of Education

SCHOOL TRANSPORTATION ADVISORY REVIEWS (STAR) IN RESPONSE TO COVID-19

Colorado Rules for the Operation, Maintenance, and Inspection of School Transportation Vehicles (1 CCR 301-26) include several requirements which must be met on an annual basis.

Pursuant to 1 CCR 301-26, rule 3.01 CDE will perform periodic School Transportation Advisory Reviews (STAR) of school districts, charter schools and service providers to evaluate and assist with compliance of these rules. The State of Colorado is currently in a Level 2: Safer at Home and in the Vast, Great Outdoors Orders. Therefore, CDE staff are continuing to work from home, social distancing, and restricting our travel to only what is essential.

Given the extraordinary circumstances associated with the COVID-19 outbreak, we understand the challenges districts, charters, and service providers are facing. During the COVID-19 pandemic, it may not be feasible for districts, charter schools, or service providers to meet in person with CDE staff to conduct the STAR reviews. Therefore, understanding that districts, charters, and service providers are facing extraordinary stressful times, the CDE School Transportation Unit will be conducting STAR reviews for the school year 2020-2021 remotely. Our intention is to meet the requirements of 1 CCR 301-25, rule 3.01, and provide the assistance needed in a manner that provides an efficient use of time, and flexibility for the districts, charters, and service providers.

Your district, charter or service should have received a letter in July 2020 stating that you were on our schedule for either an Operations Review, Fleet Review, and for the larger districts an Operations and Fleet Review. If you are not sure if you are on the schedule for the 2020-2021 school year, a draft list is located on our webpage at

<http://www.cde.state.co.us/STAR%20Schedule%202020%20-%202024%20for%20website>

For the 2020-2021 school year our STAR process will be as follows:

Operations Review

1. You will receive a letter that will include the following
 - a. Operations Questionnaire
 - b. Operator Spreadsheets (CDL Operators, Small Vehicle Route Operators, and Small Vehicle Activity Operators)
2. Once this is received the questionnaire and spreadsheet data are to be completed and returned via email to Miller_s@cde.state.co.us within approximately 10 days.
3. CDE will review the questionnaire and spreadsheet data, select specific operators, and request additional information/files to be returned within approximately 10 days.
4. Once the additional information has been received, it will be reviewed, and you will be contacted to schedule a video conference call with CDE staff. This conference call is

designed to gain clarification, allow the opportunity to ask questions, and give guidance regarding any non-compliant issues noted.

5. CDE will then provide the district, charter, or service provider with written notice of the review findings pursuant to 1 CCR 301-26, rule 3.01(a).
6. Pursuant to 1 CCR 301-26, rule 3.02 Upon receipt of the written notification of STAR findings, school districts, charter schools or service providers shall respond in writing to outline corrective actions if necessary, within approximately 30 days.
7. Once CDE receives the response from the district, charter, or service provider, we may request additional information, documentation, etc. to ensure that compliance is being met. Once all findings have been addressed, and in compliance, a letter will be sent stating that corrective actions for the non-compliance items has been noted and will bring these areas into compliance with federal and/or state regulations.
8. Once that letter is sent, your review is completed.

Fleet Review

1. You will receive a letter that will include the following
 - a. Fleet Questionnaire
 - b. Vehicle Spreadsheets
 - c. Annual Inspector Spreadsheet
2. Once this is received the questionnaire and spreadsheet data are to be completed and returned via email to Stewart_f@cde.state.co.us within 10 days.
3. CDE will review the questionnaire and spreadsheet data, select specific vehicles, and request additional information/files to be returned within approximately 10 days.
4. Once the additional information has been received, it will be reviewed, and you will be contacted to schedule a video conference call with CDE staff. This conference call is designed to gain clarification, allow the opportunity to ask questions, and give guidance regarding any non-compliant issues noted.
5. CDE will then provide the district, charter, or service provider with written notice of the review findings pursuant to 1 CCR 301-26, rule 3.01(a).
6. Pursuant to 1 CCR 301-26, rule 3.02 upon receipt of the written notification of STAR findings, school districts, charter schools or service providers shall respond in writing to outline corrective actions if necessary, within approximately 30 days.
7. Once CDE receives the response from the district, charter, or service provider, we may request additional information, documentation, etc. to ensure that compliance is being met. Once all findings have been addressed, and in compliance, a letter will be sent stating that corrective actions for the non-compliance items has been noted and will bring these areas into compliance with federal and/or state regulations.
8. Once that letter is sent, your review is completed.

Operations and Fleet Review

1. You will receive a letter that will include the following
 - a. Operations Questionnaire
 - b. Operator Spreadsheets (CDL Operators, Small Vehicle Route Operators, and Small Vehicle Activity Operators)
 - c. Fleet Questionnaire
 - d. Vehicle Spreadsheets
 - e. Annual Inspector Spreadsheet
2. Once this is received the Operations questionnaire and operator spreadsheet data are to be completed and are to be returned via email to Miller_s@cde.state.co.us within approximately 10 days.
3. Once this is received the Fleet questionnaire and vehicle Spreadsheet data are to be completed and returned via email to Stewart_f@cde.state.co.us within approximately 10 days.
4. CDE will review the questionnaires and spreadsheet data, select specific vehicles, and operators and request additional information/files to be returned within 10 days.
5. Once the additional information has been received, it will be reviewed, and you will be contacted to schedule a video conference call with CDE staff. This conference call is designed to gain clarification, allow the opportunity to ask questions, and give guidance regarding any non-compliant issues noted.
6. CDE will then provide the district, charter, or service provider with written notice of the review findings pursuant to 1 CCR 301-26, rule 3.01(a).
7. Pursuant to 1 CCR 301-26, rule 3.02 Upon receipt of the written notification of STAR findings, school districts, charter schools or service providers shall respond in writing to outline corrective actions if necessary, within approximately 30 days.
8. Once CDE receives the response from the district, charter, or service provider, we may request additional information, documentation, etc. to ensure that compliance is being met. Once all findings have been addressed, and in compliance, a letter will be sent stating that corrective actions for the non-compliance items has been noted and will bring these areas into compliance with federal and/or state regulations.
9. Once that letter has been received, your review is completed.

At anytime during this process if the district requires additional time to complete documentation, please advise the CDE staff you are working with and we will gladly provide you with an extended deadline.

We anticipate that we will begin sending out questionnaires to districts within the next few weeks. If you have any questions, please feel to contact us.

Susan Miller: Miller_s@cde.state.co.us

Fred Stewart: Stewart_f@cde.state.co.us