

Qualification Files Documentation Requirements

May 2021-2022

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) *

Districts/Charters/Service Providers must also be able to show evidence that all CDL operators are enrolled in the FMCSA Drug and Alcohol Testing Program, and the FMCSA Drug and Alcohol Clearinghouse.

- Indicates that it is a permanent file.

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) *

- **Indicates that it is a permanent file.**

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. Mountain and Adverse Weather Trainings (per 42-4-1902) *
 - b. Confidentiality 4.06 and 5.03(g) *
 - c. Pre-Service Training 5.03(g) or (CDE Online Course Certificate) *
 - d. First Aid/Cardio Pulmonary Resuscitation/Universal Precautions Information 5.03(h) *
 - e. Child Safety Restraint Systems (if applicable) 5.02(k) *
 - f. Wheelchair Securement (if applicable) 5.02(k) *
 - g. 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) *

- Indicates that it is a permanent file.