

## **2023-2024 Small Vehicle Operator/Route Driver Study Guide**

- 23.03(b) One 24-unit first aid kit as found in 20.02.
- Factors on where you will park. Will there be a charge for parking? Will the location support your vehicle weight? Is there easy access in and out of the parking spot? Could you be pinned in? Can you adequately secure the vehicle?
- For your comfort and the comfort of your passengers, it is suggested that there should be no more than 90 minutes between stops.
- Mark the scene with emergency reflective triangles as required by Colorado State Statute (within 10 minutes) if possible.
- It is a good idea for your students to know: The location of the first aid kits, how to shut off the engine, how to set the park brake; unless disabilities of students preclude this.
- 9.1 Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or other transportation employee authorized by the school district, charter school, or service provider. A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle.
- 13.09(a) Backing a school transportation vehicle when students are outside of the vehicle at a student stop is prohibited.
- Tips for driving in intense winds: Grip - Keep a strong grip on the steering wheel. Anticipate wind gusts. Speed Reduction - Reduce speed to lessen the effect of the wind or pull off the road and wait. Pull Over - Pull onto a solid shoulder, side road, or parking lot.
- 12.05 Documentation for reported defects must include all the following: 12.05(a) The name of the school district, charter school or service provider; 12.05(b) Date and time the report was submitted; 12.05(c) All damage, defects or deficiencies of the school transportation vehicle; and 12.05(d) The name of the individual who prepared the report.
- Black Ice - When the temperature is below freezing and the road appears wet, it could be black ice. This is a thin layer of transparent ice that can be present anywhere, especially in high-traffic intersections and windswept areas. It is likely to catch you off guard, so slow down and use extra caution.
- 14.1 Only school district, charter school, or service provider personnel; students enrolled in a school district or charter school; law enforcement officials; or individuals that have received prior authorization from the school district, charter schools or service provider may be passengers on any school transportation vehicle.
- 17.01 School transportation vehicle operators, including small vehicle operators, shall not drive (nor shall the school districts, charter schools, or service providers permit or require operators to drive): 17.01(a) In excess of 10 hours or after being on-duty 14 hours until completing 10 hours off-duty. This would include on-duty time for all employers. Ten hours off-duty may be consecutive or accumulated in two or more periods of off-duty time with one period having a minimum of six consecutive hours off-duty. 17.01(b) After being on-duty for more than 70 hours in any seven consecutive days. 17.01(c) In case of emergency, an operator may complete the trip without being in violation if such trip reasonably could have been completed absent the emergency.
- Center your vehicle in the proper lane. The shoulder of the road and parking lanes are only for stopping and parking if traveling in two or more lanes in the same direction. Stay in the far-right

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lane unless passing. Drive a safe distance behind other traffic – follow the Basic Speed Law!! If in doubt, always yield the right-of-way – NEVER take it!

- How to avoid hydroplaning: Slow down when roads are wet. The faster the speed, the harder it is for tires to scatter water properly. Stay away from puddles and standing water. Do not use cruise control, if equipped. Drive in a lower gear. Avoid hard braking. Try to avoid making sharp or quick turns.
- 19.3 School districts, charter schools, and service providers shall maintain records documenting that the required evacuation drills were conducted and/or evacuation instruction was given.
- Two White Front and One Red Back Delineators These are designed to warn motorists of acceleration and deceleration lanes ahead. The red reflector is for warning motorists of the wrong way.
- Regulatory signs control parking. When parking is prohibited, the parking signs have red lettering, such as “No Parking at Any Time,” “No Stopping Standing or Parking,” or “No Parking, Bus Stop.” When parking is permitted, the lettering is green, such as “One Hour Parking.”
- 5.02(i) and 5.03(g) The operator shall receive pre-service training on the type of vehicle(s) to be driven, the type of duties they may be required to perform, mountain and adverse weather training pursuant to C.R.S. 42-4-1902, and student confidentiality requirements prior to transporting students.
- 5.03(f) The operator shall annually complete the CDE Small Capacity Vehicle Operators Medical Information Form (STU-17). Any yes annotations shall require a doctor’s release
- CRS 42-4-239 is the Colorado statute that makes it a crime for a person 18 years of age or older to text while operating a motor vehicle. A violation of this law is a class 2 traffic misdemeanor that is punishable by a minimum fine of \$300.
- After you complete a bus run or have released your students at an event, and have some layover time you should perform a Between Trip Inspection. There are a number of items that should be checked. Check for pupils remaining in the bus, adequate fuel, vandalism of the vehicle, anything that should not be on the vehicle that looks suspicious, anything a student may have left behind, pick-up trash, and secure the vehicle.
- 13.09 The school transportation vehicle operator shall use extreme caution when backing. Before backing on a roadway, highway, or private property, the horn or audible warning device shall be sounded and four-way hazard lamps actuated or there shall be a person outside the vehicle giving direction.
- Addendum 1 CCR 301-26, 5.05(a) The employing school district, charter school, or service provider has the authority to require at any time a medical evaluation of a school transportation vehicle operator or school transportation paraprofessional for any condition that could impair the employee’s ability to operate a vehicle safely, assist student(s) as required by their position, and/or perform other required job duties, and may take appropriate action on the outcome of such evaluation.
- 16.02 All baggage, articles, equipment or medical supplies (except those held by individual passengers) shall be secured in a manner which assures unrestricted access to all exits by occupants, does not restrict the driver's ability to operate the bus and protects all occupants against injury resulting from falling or displacement of any baggage, article, or equipment.
- The district/charter/service provider is required per 1 CCR 301-26, 5.02(f) to provide the operator six hours of in-service training. 5.02(f) The operator shall receive a minimum of six

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hours of in-service training annually. A portion of this annual in-service requirement may occur during the school year.

- Pre-trip inspection forms must be kept by your district/charter and service provider for at least six months.
- 18.11 Pursuant to Section 42-4-1903(2), C.R.S., school transportation vehicle operators are not required to actuate the alternating flashing red warning signal lamps on a school bus (1) when the student stop is at a location where the local traffic regulatory authority has by prior written designation declared such actuation unnecessary and (2) when discharging or loading passengers who require the assistance of a lift device and no passenger is required to cross the roadway. Further, Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small vehicles do not have the functionality to control traffic. In these instances, the school transportation vehicle operator shall stop as far to the right off the roadway as possible to reduce obstruction to traffic, activate the four-way hazard warning lamps a minimum of 200 feet prior to the student stop, continue to display the four-way hazard warning lamps until the process of discharging or loading passengers has been completed, and deactivate the four-way hazard lamps before resuming motion.
- A Defensive Driver Has These Five Characteristics! Knowledge – know traffic laws, recognize hazards, avoid collisions, and act correctly and in a timely fashion. Alertness – aware of your own physical and mental conditions that could affect your driving skills. Foresight – ability to anticipate and prepare for hazards, sizing up traffic situations as far ahead as possible, and changes in the driving situation that could be a threat to your safety. Judgment – look for alertness in any traffic situation, passing when safe, not making risky maneuvers and being in control of your behavior. Skill – having the ability to operate a vehicle properly and safely. Being able to make turns, change gears and to pass safely and legally.
- Under certain circumstances operators may use their hazard warning lights to provide an extra margin of safety and while conducting a student loading and discharging passengers when you are in a school transportation small vehicle. Slowing down, trouble ahead, stopping on the road, and driving slowly.
- 18.13 Pursuant to 42-4-707 C.R.S. School transportation vehicle operators of School Buses, Multifunction Buses, Mini busses, and Motor Coach Buses, whether transporting students or not, shall apply the railroad crossing procedures (18.13-18.15) during the process of approaching, stopping and crossing railroad tracks.