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**AURORA PUBLIC SCHOOLS**

**APS Code: EEAEA**

**Adopted May 1993**

**Revised May 2006**

**Reviewed September 2007**

**Reviewed May 2015**

**Reviewed June 2017**

**Revised January 2021**

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

All applicants for transportation positions must, after an offer of employment is tendered, be able to pass a department of transportation physical. All applicants must successfully complete and pass all pre-service programs as provided. All continuing employees must be able to pass a department of transportation physical upon request, pass all in-service and re-training programs, pass required driving tests, and pass required random drug tests.

LEGAL REFS.:       C.R.S. 42-2-123  
                      C.R.S. 42-2-501 *et seq.*  
                      C.R.S. 42-4-239  
                      1 CCR 204-12 (Colorado Department of Revenue, Division of Motor  
                      Vehicles, Commercial Drivers' License rules)  
                      1 CCR 301-26, Rules 4204-R-201 through 207

CROSS REF.:       EEBA-R, School-Owned Vehicles

NOTE: *Refer to the Colorado Rules and Regulations Governing Operation of School Transportation Vehicles for information concerning driver permits, physical standards, experience, training and other character requirements.*

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

### **Page 1 of 4**

All school bus driver applicants must meet or be able to meet, by the end of the District school bus driver training program, all of the following:

1. Driver applicants with a commercial driver's license shall provide the District with up to 10 years past driving history, including any commercial driving history.
2. Motor vehicle history record must be in compliance with commercial driver's license mandates. Driver applicants cannot have a driving under the influence, driving while intoxicated, driving while ability impaired or similar convictions within the most current 7 years from date of application. The driver application cannot have a total of 7 points assessed against their driver's license within the most recent 3 years from the date the MVR is ran.
3. Driver applicant must be at least ~~24~~ 19 years of age and have a minimum of 3 consecutive years of Class R driving experience in the most recent 7 years of driving experience.
4. Pass a criminal records background check;
5. All employees will be required, on an annual basis, to provide Risk Management with an authorization to run their MVR.
6. Pass a Federal Department of Transportation physical. (Such physical to be administered after an offer of employment has been extended with the offer dependent upon passing the physical.);
7. Pass the state and District's competency-based school bus driver pre-service training program;
8. Possess a commercial driver's license by the end of the training program;
9. Pass the first-aid course approved by the District Transportation Department and the Colorado Department of Education; and

**BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES**

**Page 2 of 4**

10. Satisfy all other requirements set forth by the APS Code EEBA, Division of Human Resources, Colorado Department of Education, Colorado Department of Revenue, Colorado Department of Health, Colorado Department of Public Safety and the Federal Department of Transportation.

All continuing drivers must meet the following criteria:

1. Annually schedule and successfully complete all requirements mandated by District transportation services and the Colorado Department of Education. All In-service and re-training must be successfully completed, documented and filed.
2. Maintain the appropriate licenses and certificates (i.e. first aid, CPI) required by the Colorado Department of Revenue;
3. Pass random drug tests
4. Maintain a satisfactory driving history record. As a condition of employment with Aurora Public Schools, employees will authorize said MVR checks, and shall provide any requested paperwork for the MVR.
5. The following will result in a recommendation for termination in all cases:
  - a. revocation of driver's license;
  - b. suspension of driver's license for a period of three months or more.  
\*\*exception for suspensions that occurred during the period of March 15, 2020 through July 8, 2020 while courts were not in session due to COVID 19.
  - c. conviction of driving under the influence
  - d. conviction of driving while intoxicated

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**BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES**

**Page 3 of 4**

- e. conviction of driving while ability impaired or similar convictions
  
- 6. All traffic citations, whether given while on duty or during non-working time, must be reported to the transportation administration & risk management within ~~48 hours~~ 2 business days of the citation. All traffic summonses issued outside the State of Colorado must be reported to the Colorado Department of Revenue and Risk Management within 30 days of ~~conviction~~ the initial citation; and

Driver Responsibilities for operating vehicle:

- 1. Drivers of small transportation vehicles shall be responsible for the safety of the students and other passengers in their vehicles, both during the ride and while students are entering or leaving the vehicle.
  
- 2. Use of seat belts: The use of seat belts in District-owned vehicles is mandatory for all personnel using vehicles that are equipped with seat belts with the exception of off-road vehicles and school buses not equipped with seatbelts. Drivers of all District-owned vehicles, except school buses not equipped with seatbelts, shall be responsible for ensuring that all passengers use seat belts. The driver shall not begin to move the vehicle until the driver and all passengers have secured their seat belts.
  
- 3. Use of cell phones and/or electronic devices: Employees will not use cell phones or other electronic communication devices while operating a District school bus.
  
- 4. Smoking and tobacco products: The use of tobacco products, including any type of electronic device in which tobacco is an ingredient, is prohibited while operating District-owned vehicles.
  
- 5. At no time should any computers, cell phones or other electronic devices be left in the vehicle unattended.
  
- 6. Report all incidents/accidents with the bus immediately, regardless of damage. Failure to do so

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**BUS DRIVER REQUIREMENTS, TRAINING AND RESPONSIBILITIES**

**Page 4 of 4**

may result in disciplinary action.