

2024/2025 TYPE A, MULTIFUNCTION, SMALL VEHICLE OPERATOR WRITTEN TEST STUDY GUIDE

- Students on school related events shall receive emergency evacuation instruction prior to every initial departure. Having written documentation that you are conducting evacuations and reading evacuation instructions prior to every activity trip is required.
- A school transportation vehicle shall not be fueled while students are on board, except in instances when unloading the students would present a greater hazard or peril to their safety. Per rule, you are not permitted to fuel with students on board unless it is an emergency. If you **MUST** stop to fuel with students make sure there is adequate space for students to wait away from the vehicle
- Documentation for reported defects must include all the following:
The name of the school district, charter school, or service provider; date and time the report was submitted; all damage, defects, or deficiencies of the school transportation vehicle; the name of the individual who prepared the report.
- The operator shall be given and/or have access to the CDE Type A Multifunction Bus/ Small Capacity Vehicle Route Driver Guide prior to transporting students. A copy of the Certificate of Receipt, signed by the operator, shall be placed in the driver qualification file.
- 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, mandatory reporter training, proper use of restraints on students, and student confidentiality laws, prior to transporting students.
- 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.

- Emergency equipment shall be securely mounted, clearly visible or in a location plainly indicated by appropriate signage.
- School transportation small capacity vehicles, Type A Multifunction Buses, and School Buses (Types A, B, C, and D) may be used to transport students to and from school. Multifunction Buses Type B, C, D, and Motor Coach Buses shall not be used to transport students to and from school.
- A person shall not use a wireless telephone for the purpose of engaging in text messaging or other similar forms of manual data entry or transmission while operating a motor vehicle.
- Multifunction School Activity Bus (MFSAB) - is a type of school bus that is required to meet all FMVSS regulations applicable to school buses, except those requiring the installation of traffic control devices. Multifunction buses shall not be used for transporting students to and from home to school for route purposes.
- Proper Dress - Clothing contributes to both safety and the driver's professional image. Loose clothing, drawstrings, unsecured long hair, and jewelry may get caught in equipment. Shoes with smooth soles or spiked heels may cause ankle injuries or slipping and falling on uneven or slick surfaces. Clothing and footwear must be appropriate for road and weather conditions. Footwear should be firm and stable, with no open toes or heels, and should fit securely to the foot.
- Colorado Basic Speed Law states that twenty-five mph is required for business districts unless otherwise directed by a speed limit sign.
- Five Keys to Driving Safely
 - Aim high in steering – Look ahead 12 – 15 seconds
 - Get the Big Picture – See what is going on around you
 - Keep your eyes moving – Mirrors, mirrors, mirrors
 - Leave yourself an out – Plan ahead, have a cushion
 - Make sure they see you – Eye contact, horn, touching brakes
- During winter storms, or when conditions require, CDOT will implement the Passenger Vehicle Traction Law. CDOT can implement the Passenger Vehicle Traction and Chain Laws on any state highway.

- Small capacity vehicles shall bear the name of the school district, charter school, or service provider plainly visible on each side of the vehicle.
- At a minimum, the driver must be at least 18 years of age. Proof of this requirement must be kept on file in the transportation department.
- School districts, charter schools, and service providers shall outline job responsibilities and develop job qualification standards for each school transportation vehicle operator and school transportation paraprofessionals, annual inspector, and school transportation entry level driver instructor, consistent with federal and state regulations. A copy of these requirements shall be provided to each school transportation vehicle operator, annual inspector, school transportation entry level driver instructor, and paraprofessional upon employment. A signed copy shall also be maintained in the applicable qualification file.
- The operator shall successfully pass a driving performance test including a pre-trip inspection prior to transporting students and annually thereafter. This test shall be conducted in a vehicle which is similar in type and size to the vehicle the applicant is assigned to operate. School districts, charter schools, and service providers have the option to re-test at their discretion.
- During a Traction Law, all motorists are required to have EITHER:
 - 4WD or AWD vehicle and 3/16” tread depth
 - Tires with a mud and snow designation (M+S icon) and 3/16” tread depth
 - Winter tires (mountain-snowflake icon) and 3/16” tread depth
 - Tires with an all-weather rating by the manufacturer and 3/16” tread depth
 - Chains or an approved alternative traction device
- Warning signs inform drivers of situations ahead that may require extra care. These signs are yellow with black lettering and generally are diamond-shaped. Warning signs can be used to show changes in horizontal alignments, such as turns, curves, and winding roads. Various types of intersections ahead are indicated symbolically.
- Water on Roadways - Water on brake drums will reduce braking efficiency. A light application of the brakes can prevent excessive water between the drum and brake pads.

- School districts, charter schools, and service providers shall have written emergency procedures and/or contingency plans to be followed in the event of a traffic accident, vehicle breakdown, unexpected school closing, unforeseen route change, or relocation of a student stop in an emergency.
- On-duty time - Includes all time worked for all employers, including all driving and non-driving duties.
- A school transportation vehicle's headlights or daytime running headlights shall be activated while the vehicle is in operation. CDE requires headlights to be on when the vehicle is in operation.
- Student stops for Type A Multifunction Buses with 15 or fewer passenger capacity (counting the driver) and school transportation small capacity vehicles should be located off of the roadway whenever possible.
- All chemicals and cleaning supplies carried on a school transportation vehicle must meet the following precautions: Containers and quantities of products are no more than 32 ounces in size.
- 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.
- All school transportation vehicles shall be equipped with one durable webbing cutter having a full-width handgrip and a protected blade. The cutter shall be mounted in a location accessible to the seated driver.
- Multifunction School Activity Bus (MFSAB) - is a type of school bus that is required to meet all FMVSS regulations applicable to school buses, except those requiring the installation of traffic control devices.

- “Roadway” means that portion of a highway that is improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk, berm, or shoulder even though such sidewalk, berm, or shoulder is used by persons riding bicycles or other human-powered vehicles and exclusive of that portion of a highway designated for exclusive use as a bicycle path or reserved for the exclusive use of bicycles, human-powered vehicles, or pedestrians. In the event that a highway includes two or more separate roadways, “roadway” refers to any such roadway separately but not to all such roadways collectively.
- The driver of a school bus that has stopped shall allow time for any vehicles that have stopped behind the school bus to pass the school bus, if such passing is legally permissible where the school bus is stopped, after the visual signal lights, if any, are no longer being displayed or actuated and after all children who have embarked or disembarked from the bus are safe from traffic. Do not impede the regular flow of traffic. If a build-up occurs behind you, display professional courtesy.