

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE VIII
TRANSPORTATION**

General Description: Records generally relating to the operation and maintenance of the District's transportation program. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Driver Qualification File** – to include but not limited to:

- a. CDE school bus driver annual written test
- b. CDE small vehicle driver annual written test
- c. Driving performance test
- d. DOT medical report
- e. Motor vehicle record check
- f. First aid certificate
- g. Commercial driving license (CDL) copy

Retention: Current year plus 6 years
Format: Paper or electronic
Location: Transportation (Office of Record)

2. **Driver Qualification File Continued** – new hires:

- a. Pre-service training record outline
- b. Mountain driving written test
- c. Adverse weather driving written test
- d. CDL skills test

Retention: Until driver resigns, is terminated or retires, then transfer to Human Resources
Format: Paper or electronic
Location: Transportation (Office of Record)

3. **Vehicle Maintenance File** – to include but not limited to:

- a. Annual inspection form
- b. Vehicle repair form
- c. Preventive maintenance inspection form

Retention: Life of the vehicle or 10 years
Format: Paper or electronic
Location: Transportation (Office of Record)

4. **Daily Pre-Trip Inspection Sheets** that verify the driver has completed the required inspections.

Retention: Current year plus 1 year
Format: Paper or electronic
Location: Transportation (Office of Record)

5. **Emergency Evacuation Drills** that document the driver's knowledge and application of evacuation procedures.

Retention: Current year plus 3 years
Format: Paper or electronic
Location: Transportation (Office of Record)

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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6. **Field Trips and Emergency Evacuation Briefing Statements** that spell out the correct and proper procedures for students and teachers to follow in the event of an emergency.

Retention: Current year plus 1 year
Format: Paper or electronic
Location: Transportation (Office of Record)

7. **Transportation Service Hours** that detail the schedule of service for the district's vehicles.

Retention: Current year plus 1 year
Format: Paper or electronic
Location: Transportation (Office of Record)

8. **Drug and Alcohol Test Results** that are required of transportation section employees.

New Hire and Post Accident:

Retention: Current year plus 5 years
Format: Paper or electronic
Location: Transportation (Office of Record)

Random:

Retention: Current year plus 5 years
Format: Paper or electronic
Location: Human Resources (Office of Record)

9. **In-Service Training Record** that documents the annual training provided to each driver and maintenance person.

Retention: Current year plus 6 years
Format: Paper or electronic
Location: Transportation (Office of Record)

10. **Fingerprint Reports** from the Colorado Bureau of Investigation and FBI.

Retention: Until driver resigns, is terminated or retires, then transfer to Human Resources
Format: Paper or electronic
Location: Human Resources

11. **Annual Inspector Files** that verify an inspector's competence in certain areas.

- a. Initial certification
- b. Hands on score sheets
- c. Inspector written test
- d. Re-certification sticker
- e. Brake inspector qualifications

Retention: Until inspector resigns, is terminated or retires, then transfer to Human Resources
Format: Paper or electronic
Location: Transportation (Office of Record)

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12. **Non-School Use Agreement** for Transportation services for occasional need.

Retention: Current year plus 5 years
Format: Paper or electronic
Location: Transportation (Office of Record)

13. **Non-School Use Contracts** for Transportation services for ongoing need.

Retention: Current year plus 6 years
Format: Paper or electronic
Location: Procurement (Office of Record)

14. **Colorado Department of Education – 40 Report** claim for reimbursement and supporting documents.

Retention: 3 years after the end of the federal fiscal year to which they pertain
Format: Paper or electronic
Location: Transportation (Office of Record)

15. **School Bus Accident Reports**

Retention: 5 years after close of investigation or resolution of court case
Format: Paper or original creation of supporting documents
Location: Transportation (Office of Record)

16. **School Bus Incident Reports**

Retention: 3 years after close of investigation
Format: Paper or original creation of supporting documents
Location: Transportation (Office of Record)

17. **School Bus Passing Reports**

Retention: 3 years after close of investigation
Format: Paper or original creation of supporting documents
Location: Transportation (Office of Record)

18. **School Bus Route Files**

Retention: CY + 1 year
Format: Paper or original creation
Location: Transportation (Office of Record)

19. **School Bus On-Board Video Recordings**

Retention: Re-recorded
Format: Original Creation
Location: Individual Bus, Transportation (Office of Record)