



Contracting with a Transportation Vendor: Guiding Compliance Questions

Colorado Charter School Institute

January 10, 2018

CSI Schools providing transportation services must comply with all applicable regulatory, safety, insurance, and licensing requirements. These requirements are primarily set forth in [1 CCR 301-25](#) and [1 CCR 301-26](#).

Compliance requirements apply regardless of whether the school owns and operates its transportation vehicles or contracts with a vendor to provide the services. Included below are some guiding questions to help assess the vendor's compliance with state regulations. These questions are not exhaustive, but should provide a starting place for gathering information relating to transportation compliance.

- 1. Who is performing the maintenance and annual inspection of the vehicles?**
 - Ask to see the CDE affidavits of inspections and copies of the CDE Annual Inspector file

- 2. Do drivers meet all state license, endorsement, training, and qualification requirements?**
 - These vary depending on the type of vehicle being used. Please see the Operations License Matrix posted on the [Transportation page](#) of CDE's website in order to ascertain the qualifications that each driver must have for the vehicle being used. The vendor may not be able to share full employee files with you, but should be able to provide evidence that the appropriate license is in place and verification that all drivers receive appropriate criminal history checks, drug screening, medical exams, and safety trainings.

- 3. Ask for a list of the Vehicle Identification Numbers (VINs) for all vehicles that may be used**
 - Colorado has heightened school vehicle requirements when compared to other states. Upon collecting the VINs, you can send them to CDE's Transportation Unit to confirm that the VINs meet state requirements.

- 4. Ask when the most recent CDE audit was conducted**
 - CDE performs periodic School Transportation Advisory Reviews (STAR) of school district, charter school, and third-party service providers to evaluate and assist with compliance of state rules. Asking when the most recent STAR audit was conducted and what the results of the audit were will help to gauge the vendor's ability to comply with state requirements.

For more questions, please contact the [CDE School Transportation Unit](#), or the CSI Director of Legal and Policy Initiatives, Trish Krajniak (trishkrajniak@csi.state.co.us; 303.866.6960).