



Bus Driver Manual

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PROCESS OWNER

Transit Manager and/or Transit Supervisors

INTRODUCTION

The purpose of this document is to provide an introduction to the Buff Bus Driver position. It outlines Transportation Services' mission, onboarding for the position, the Buff Bus Driver position description, basic job duties, expectations & policies.

PROCESS INPUTS

Transportation Director, Fleet Training Specialist, Safety and Compliance Manager, Transit Coordinators, HR & Payroll

JOB DESCRIPTION

JOB SUMMARY

Bus Driver-CDL position fulfills transit services for campus by completing routine routes or contracts for special transportation needs. Once certified to operate specific vehicles, this role ensures timely transit for campus affiliates and guests in consideration of their needs, vehicle operational capacity and road conditions. This role is eligible for the following benefits:

- EcoPass;
- up to 22 vacation days;
- access to medical, dental, vision, and life insurance, tuition reimbursement;
- a 10% employer contribution retirement plan, opportunities for growth, and more!

Per Federal Motor Carrier Safety Regulations, all drivers must be able to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records. The Buff Bus service runs every day of the week for up to 22 hours a day.

This position is designated "essential services." The incumbent is required to respond to requests for work during campus emergencies (snow, wind, rain, flood and any other natural or man-made event) and report to work for his / her regularly assigned shift during



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emergency campus closures. This position may be required to work alternative shifts to accommodate our commitment to serving campus. Hours are guaranteed year-round with no split shifts. Drivers may also be required to report for non-scheduled major operational needs and may occasionally be assigned shifts outside of their normal bid schedule to support campus operational requirements.

JOB DUTIES WITH PERCENTAGE WEIGHTS

Vehicle Operations - 70%

Safely transports people using university vehicles; the incumbent meets certification to operate. The incumbent shall navigate a variety of routine and contracted routes on a time schedule with passenger safety, road and traffic concerns, as well as vehicle operational capacity under consideration.

Reports - 10%

Completes pre- and post-trip inspections results on the appropriate forms, ensuring all forms are filled out properly for CDL paperwork. This includes, but is not limited to, recording passenger count, mileage, fuel, and other fluid usages and completion of a statistical summary by route.

Vehicle Inspections - 10%

Conducts pre- and post-trip safety inspections to confirm vehicles' suitability for route completion. Incumbents may add fluids and perform other maintenance tasks if needed. However, should a vehicle fail during a pre-trip inspection or during a route, the driver will evaluate or operate a suitable alternative as well as notify dispatch / TC and appropriate management.

Other Duties - 10%

Unspecified duties directed by supervisors to maintain the operational readiness of the department. Complete continuing education to establish or maintain proficiency in vehicle operation capacities. Notifies operations of safety concerns and incidents, near misses and all potential hazards. Maintains safe work practices, participates in department safety meetings, and completes all assigned training.

Bus driver must be able to safely and effectively operate all vehicle controls, including gripping and turning the steering wheel, operating pedals, reaching dashboard controls, switches, and emergency and ADA equipment.

GENERAL PHYSICAL REQUIREMENTS

Drivers must be able to enter and exit the vehicle multiple times throughout the shift, climb bus steps while maintaining three points of contact, and safely board and disembark in various weather conditions.

The position requires the ability to conduct thorough vehicle inspections by walking around the entire bus and bending, stopping, kneeling, crouching, and squatting to inspect tires, various vehicle components, and other equipment. Drivers must also be able to lift and



Parking & Transportation Services

UNIVERSITY OF COLORADO BOULDER

secure engine compartment doors, access panels, and equipment covers, as well as access fluid fill points and inspection areas.

Drivers are required to be able to operate wheelchair ramps and lifts and must be able to bend, kneel, and manipulate wheelchair securement systems and check emergency exits (window and roof hatches). During emergency situations, drivers must be capable of assisting passengers, evacuating the vehicle through standard or emergency exits, and accessing and using emergency equipment such as fire extinguishers, reflective triangles.

The position requires maintaining constant situational awareness by scanning mirrors, monitoring blind spots, observing surrounding traffic, and turning the head and upper body to check for pedestrians, cyclists, and other hazards. Drivers must be able to remain seated and alert for extended periods while maintaining focus and safe vehicle control.

Additionally, drivers must have the ability to hear passenger requests, warning alarms, horns, emergency signals, and radio communications, and communicate clearly with passengers, dispatchers, supervisors, emergency responders, and coworkers. Drivers may also be required to lift, carry, handle, and deploy safety and operational equipment, including spill response materials, warning devices, and other job-related equipment as needed.

PRE-EMPLOYMENT CHECKS

The offer of employment is contingent upon successful completion of all required pre-employment conditions, including:

- Verification of valid CDL Class A or B license with Passenger Endorsement, without air brake restriction;
- Filling out Driver Qualification Forms Package (application, releases, etc.)
- Criminal history, motor vehicle record (MVR) and FMCSA Clearinghouse checks;
- Excluded Parties List System check;
- Reference checks;
- Verification of academic degree(s), where required;
- Verification of employment eligibility;
- Successful completion of a pre-placement DOT physical at CU approved clinic (medical evaluation for the operation of a CMV)
- Pre-employment DOT Drug and Alcohol testing

ONBOARDING

BEFORE YOUR FIRST DAY

Complete the following items before your first day of work, for details, click the link above.



- Print off a copy of the New Employee Checklist - [New Employee Checklist](#)
- Begin the I-9, Section 1
- Activate Your Identikey
- Set up Direct Deposit
- Plan Your Arrival on Campus (Parking)
- Send for Your Buff OneCard
- Attend a Quick Start Session (if applicable)
- Communications

YOUR FIRST WEEK

[YOUR FIRST WEEK](#) Complete the following items within the first 3 days of work (for details, click the link above.):

- Complete your I-9 form, bring documents to *Administrative & Research Center 3100 Marine St., Third Floor Reception Desk, Boulder, CO 80309* for HR to make copies.
- Acquire your building access badge.
- Complete Online Employee Set-up Items through the myCUinfo Portal: W-4, direct deposit, personal information, campus alerts preferences.
- Pick up your Buff OneCard and Eco-Pass Card.
- Explore your benefits package.

New drivers need to complete a series of training courses after they are hired:

- A. Payroll and Benefits Orientation – Completed on your first day of work.
- B. New Employee Welcome Experience – Optional, but highly recommended.
- C. Required, online through Skillsoft (Percipio):
 - ✓ Defensive Driving: <https://share.percipio.com/cd/oTw57zS5Z>
 - ✓ CDL Drug and Alcohol Awareness: <https://share.percipio.com/cd/WPHPLmfgE>
 - ✓ 15 Passenger Van Training: <https://share.percipio.com/cd/Ajif3i0yP>
 - ✓ CU: Emergency Response – Vehicle Spills (u10154): <https://share.percipio.com/cd/x8JFK7vkz>
 - ✓ Campus Security Authority: <https://share.percipio.com/cd/YqvKD17rr>
 - ✓ Information Security Awareness: <https://share.percipio.com/cd/qTsZesmq>
 - ✓ Americans with Disabilities Act: <https://share.percipio.com/cd/qhsFV4b55>



- ✓ Nondiscrimination, Sexual Misconduct, and Reporting: <https://share.percipio.com/cd/FlklvO8ml>
- ✓ Reasonable Suspicion Policy: https://share.percipio.com/cd/R_v3zvWXT
- ✓ Winter Injury Prevention: <https://share.percipio.com/cd/h6bcpzLeA>
- ✓ No Smoking Policy: https://share.percipio.com/cd/l-xdkr_S2
- ✓ Run, Hide, Fight: <https://share.percipio.com/cd/optkqZCkr>
- ✓ Active Shooter Event: <https://share.percipio.com/cd/NKlMKmn8g>
- ✓ [SHIFT Driving - Bicycle Colorado](#)

D. Required, online through JJ Keller – Fleet Mentor:

- CDL Driver Training - Defensive Driving: Hazard Perception
- CDL Driver Training – Record of Duty Status
- CDL Driver Training - Vehicle Inspection Basics
- CDL Driver Training – Post-Trip Inspections

Remember: During your training period, observe how the other bus drivers operate and learn the routes. Make sure that you train/work with Fleet Training Specialist and/or designee to cover all routes on campus. Ask questions!

Drivers must be able to pass a Road Test conducted by Fleet Training Specialist and/or Designee. Additional training may be required.



RECORD OF ROAD TEST

Driver's Name _____ Address _____

License No. _____ State _____ Equipment Driven: Truck _____ Tractor _____ Trailer _____

Checked From _____ To _____ Date _____

For those items that apply, checkmark (✓) if driver's performance is satisfactory, mark with an X if driver's performance is unsatisfactory.
Explain unsatisfactory items under Remarks. Use not applicable (NA) for items that do not apply.

PART 1 - PRE-TRIP INSPECTION AND EMERGENCY EQUIPMENT

Checks general condition approaching unit _____
Looks for leakage of coolants, fuel, lubricants _____
Checks under hood – oil, water, general condition of engine compartment, steering _____
Checks around unit – tires, lights, trailer hookup, brake and light lines, body, doors, horn, windshield wipers _____
Tests brake action, tractor protection valve, and parking (hand) brake _____
Checks horn, windshield wipers, mirrors, emergency equipment; reflectors, flares, fuses, tire chains (if necessary), fire extinguisher _____
Checks instruments for normal readings _____
Checks dashboard warning lights for proper functioning _____
Cleans windshield, windows, mirrors, lights, reflectors _____
Reviews and signs previous report _____

PART 2 - COUPLING AND UNCOUPLING

Lines up units _____
Connects glad hands to trailer to apply trailer brakes before coupling _____
Connects glad hands and light line properly _____
Couples without difficulty _____
Raises landing gear fully after coupling _____
Visually checks king pin assembly to be certain of proper coupling _____
Checks coupling by applying hand valve or tractor-protection valve (trailer air supply valve) and gently applying pressure by trying to pull away from trailer _____
Assure that surface will support trailer before uncoupling _____

PART 3 - PLACING VEHICLE IN MOTION AND USE OF CONTROLS

A. ENGINE
Places transmission in neutral before starting engine _____
Starts engine without difficulty _____
Allows proper warm-up _____
Understands gauges on instrument panel _____
Maintains proper engine speed (rpm) while driving _____
Does not abuse motor _____

B. CLUTCH AND TRANSMISSION

Starts loaded unit smoothly _____
Uses clutch properly _____
Times gearshifts properly _____
Shifts gears smoothly _____
Uses proper gear sequence _____

C. BRAKES

Knows proper use of tractor protection valve _____
Understands low air warning _____
Tests service brakes _____
Builds full air pressure before moving _____

D. STEERING

Controls steering wheel _____
Good driving posture and good grip on wheel _____

E. LIGHTS

Knows lighting regulations _____
Uses proper headlight beam _____
Dim lights when meeting or following other traffic _____
Adjusts speed to range of headlights _____
Proper use of auxiliary lights _____

PART 4 - BACKING AND PARKING

A. BACKING

Gets out and checks before backing _____
Looks back as well as uses mirror _____
Gets out and rechecks conditions on long back _____
Avoids backing from blind side _____
Signals when backing _____
Controls speed and direction properly while backing _____

B. PARKING (City)

Does not hit nearby vehicles or stationary objects _____
Parks proper distance from curb _____
Sets parking brake, puts in gear, chocks wheels, shuts off motor _____
Checks traffic conditions and signals when pulling out from parked position _____
Parks in legal and safe location _____

C. PARKING (Road)

Parks off pavement _____
Avoids parking on soft shoulder _____
Uses emergency warning signals when required _____
Secures unit properly _____



SHIFT & ROUTE BIDDING

Shift schedules & routes assigned in the form of work bids. They are awarded based on seniority, provided the employee is qualified and able to perform the duties of the assignment.

Seniority is defined as a driver's continuous length of service in a full-time Bus Driver position with Transportation Services. Drivers with greater seniority will have priority during the bid process when selecting available shifts, routes, and schedules. The bid process will be conducted in seniority order. Drivers who do not participate in their scheduled bids may be assigned from the remaining available shifts, routes, or schedules at management's discretion.

Drivers may temporarily move from a full-time Bus Driver position to a part-time position during the summer months without affecting their seniority.

Drivers who transfer to a part-time position for 90 days or less will retain their accrued seniority. However, if a bid is awarded to another driver during that period, the returning driver may not displace ("bump") the employee who was awarded the bid and will be assigned to available Transit work until the next bid process.

Drivers who remain in a part-time position for more than 90 consecutive days, other than an approved summer transition, will forfeit their seniority and will be placed at the bottom of the seniority list upon returning to a full-time position.

Any driver who takes a different position for over 90 consecutive days will likewise forfeit their bid seniority and will be placed at the bottom of the applicable seniority list if returning to a bid position.

During periods of reduced service, including summer operations, regular driving assignments may be limited. Drivers may be assigned alternate duties as needed to support Transportation Services operations. This could include other manual labor in other CU departments such as the Trades group. Shuttle service routes and other available driving assignments will be offered when available; however, assignment availability is not guaranteed and will depend on operational needs.

Management reserves the right to make schedule adjustments, reassign routes, assign alternate duties, and modify staffing assignments as necessary to meet operational, safety, training, customer service, or business needs. Temporary assignments, special events, training requirements, performance considerations, and leave status may also affect scheduling and route offers.



TRANSIT DUTIES

BASIC REQUIREMENTS

- Safely transport passengers using university vehicles you are trained and certified to operate.
- Maintain awareness of passenger and public safety, road conditions, traffic patterns, and vehicle capabilities.
- Follow all federal, state, local, and Transportation Services regulations that apply to commercial motor vehicle operations.
- Complete all required safety training, as assigned, on time.
- Hold a valid and current CDL Class A or B with an Air Brake and Passenger Endorsement.
- Be able to pass DOT drug and alcohol pre-employment, random, reasonable suspicion testing at any time during employment. Understand and follow the policy.
- Hold a valid DOT Medical Card; carry a paper copy or upload a digital copy to myColorado App. Report if lost.
- Must carry CU Buff One Card at all times.
- Must have a functioning time piece and CU work phone.
- Bus drivers are required to report to work in closed toe footwear, at all times. Appropriate clothing and footwear are essential for safe vehicle operation, safe movement around buses, and performing required duties such as inspections and assisting passengers.

TRANSIT TERMINOLOGY & PROCEDURES

Terminal – The start or end location for a fixed-route system or a designated pick-up or drop-off location for a charter.

Staging Area – A designated area assigned to a bus that has time to wait prior to the next departure (leave) time from a terminal.

Deadhead Routing – A designated route to or from base for starting or ending a route.

Service Stop – A designated area, identified by Operations, schedule, route, or trip ticket, for boarding or deboarding passengers.

Servicing a Service Stop Procedure

The following procedure shall be used when pulling into, servicing, and departing a service stop:



(a) Plan ahead and look around the location for possible hazards, vehicles, pedestrians, cyclists, scooters, fixed objects, or other obstacles. Scan for parked vehicles, signs, benches, utility poles, fire hydrants, drainage grates, tree branches, uneven surfaces, snow, ice, standing water, construction zones, and other roadway hazards.

(b) Signal early and keep the signal ON during the entire process. (If using the ramp, activate the 4-way flashers.) Reduce speed, scan mirrors and traffic conditions, and start the approach from a proper angle. Gradually steer toward the curb rather than making a sharp last-second movement. A smooth, shallow approach helps align the bus parallel to the curb or other vehicles.

(c) Remember the overhang of the right-side mirror when pulling in. The right-side mirror extends beyond the side of the bus and may strike passengers, signs, shelters, tree branches, or other objects. Continuously monitor mirror clearance throughout the approach.

(d) Plan ahead if ADA ramp deployment may be needed. Position the bus to provide adequate space for safe ramp deployment. Ensure the area is clear of obstacles and allows passengers using mobility devices to enter and exit safely. Avoid stopping where the ramp could deploy into curbs, poles, signs, landscaping, grates, or other hazards. You may need to stop before the stop if you observe a passenger who may need to use the ADA ramp, require boarding assistance, or if an onboard passenger needs assistance exiting.

(e) Use a reference point. Many drivers use the right-side mirror and front tire position to judge the curb distance. Aim to stop with the bus parallel to the curb and approximately 9–12 inches away. If unable to position within that distance, stop far enough away from the curb, so passengers step onto the roadway before accessing the curb or bus.

(f) Avoid tire contact with the curb. Do not "hug" the curb so closely that the front or rear tire rubs against it. Repeated curb strikes can damage tires, sidewalls, wheels, and suspension components.

(g) Check the rear of the bus. Remember that the rear wheels track differently than the front wheels. Ensure the entire bus is parallel to the curb, not just the front section.

(h) Stop smoothly. Avoid sudden braking that could cause standing passengers to lose balance. Secure the vehicle according to agency procedures before opening doors.

(i) Once stopped, open the doors by pulling the door handle backward two notches, which opens the rear doors first and then the front door. To assist some passengers, use the kneeling feature to lower the bottom step closer to the curb.



If accommodating an ADA boarding passenger, including passengers with service animals, raise the flip-up seats and ask whether they would like their mobility device and/or themselves secured. If passengers are seated in those locations, ask them to move.

(k) Be aware of the tail swing when pulling away from the stop. The sharper the front of the bus turns left, the farther the rear of the bus will swing to the right. Monitor the tail swing area (from the rear axle to the rear bumper) for pedestrians, bicycles, curbs, signs, parked vehicles, and other obstacles. Failure to account for tail swing can result in the rear of the bus making contact with anything in its path.

Reminder: Close enough for passengers, far enough to protect the tires.

Departing the stop: The driver must follow these steps:

1. Check all mirrors, inside and out, and observe the surrounding area for late-arriving passengers.
2. Move the door handle forward one notch to close the front door first, providing the best view of the rear doors when closing them.
3. If possible, wait until passengers are seated before moving. If unable to do so, activate the left turn signal, check mirrors, and when clear and safe, gradually and smoothly merge back into traffic.

Boarding and Deboarding Passengers – In a normal transit system, boarding is typically done through the front door for fare collection purposes, and deboarding is done through the rear door(s). In a private, non-revenue system (such as ours), we utilize **all doors** for both boarding and deboarding, which is more efficient and effective for the number of passengers we transport and speeds up the process.

In a normal revenue-based transit system, the driver does not pull into a stop parallel to the curb unless a passenger is waiting at the stop, there is a scheduled time-point departure, or an onboard passenger activates the chime, cord, or stop-request button indicating they wish to exit at the next stop.

In our system, drivers automatically pull into designated stops and stop parallel to the curb (9–12 inches). If unable to stop within 12 inches, stop far enough that passengers can safely step onto the roadway while boarding or exiting. Open all doors and check inside for exiting passengers. Look outside for passengers running toward or flagging the bus. Once all is clear, check all interior and exterior mirrors while closing the doors, closing the front door first and then the rear doors.

Schedule vs. Bump & Go – Scheduled departure times are established to manage bus spacing on a route and are documented on the driver's schedule and public transit app.



The **Bump & Go** technique, also used to manage bus spacing, requires the driver at the front of the line at Will Vill to wait **4 minutes** after the bus ahead departs before leaving. The exception to this is if the bus is completely full. In this case, there is no point in waiting and the fully loaded bus should leave. This can be called **Load & Go**. If the trailing southbound bus has still not crossed Baseline after the typical four-minute wait, the driver will continue to wait. Once the trailing bus is approaching Baseline, then the loaded bus at Will Vill should leave. This extra waiting will reestablish the 4-minute headways and will prevent bunching on the route.

Unlike the scheduled departure technique, there is no scheduled **recovery time** (time between arrival and departure) on the route. Therefore, a driver known as the **breaker** provides drivers with breaks by taking over their route for a loop according to a designated schedule.

Currently, we use a combination of scheduled departures and Bump & Go operations Monday through Friday. During academic year at Williams Village, Bump & Go operations are used from **8:20 a.m. to 4:00 p.m.** Scheduled departure times are used on Will Vill at all other times and on the Stampede at all times.

ADA ACCESSIBILITY & PASSENGER ASSISTANCE

Drivers must provide reasonable assistance related to accessibility; however, passengers are not required to accept assistance. Always respect each passenger's dignity, independence, and choices.

Ask: "**How may I assist you?**"

Follow the passenger's instructions whenever possible and respect their decision if assistance is declined.

Bus Kneeling & Ramp Deployment

1. Prepare the Bus

- Bring the bus to a complete stop.
- Park on a level surface when possible.
- Place the transmission in Neutral.
- Apply the parking brake and activate 4-way flashers.

⚠ The kneeling system will not operate unless the parking brake is set.

2. Kneel the Bus (If equipped)

- Press and hold the **KNEEL** switch until the bus is fully lowered.
- Verify kneeling using the indicator light or message.



Gillig: Front curb-side kneeling; interlocked with parking brake.

New Flyer: Front curb-side kneeling; may provide audible or visual confirmation.

3. Verify Safe Position

- a. Confirm the bus is fully knelt and stable.
- b. Check for adequate ground clearance and obstructions.
- c. Do not deploy the ramp if the bus does not fully kneel.

4. Deploy the Ramp

- a. Follow standard ramp deployment procedures.
- b. Maintain visual contact with the passenger and ramp during boarding and deboarding.

5. Returning to Ride Height

- a. Ensure the ramp is fully stowed and doors are secure.
- b. Return the bus to normal ride height.
- c. Verify warning indicators are off before moving the bus.

Equipment Malfunctions. If the ramp or kneeling system fails:

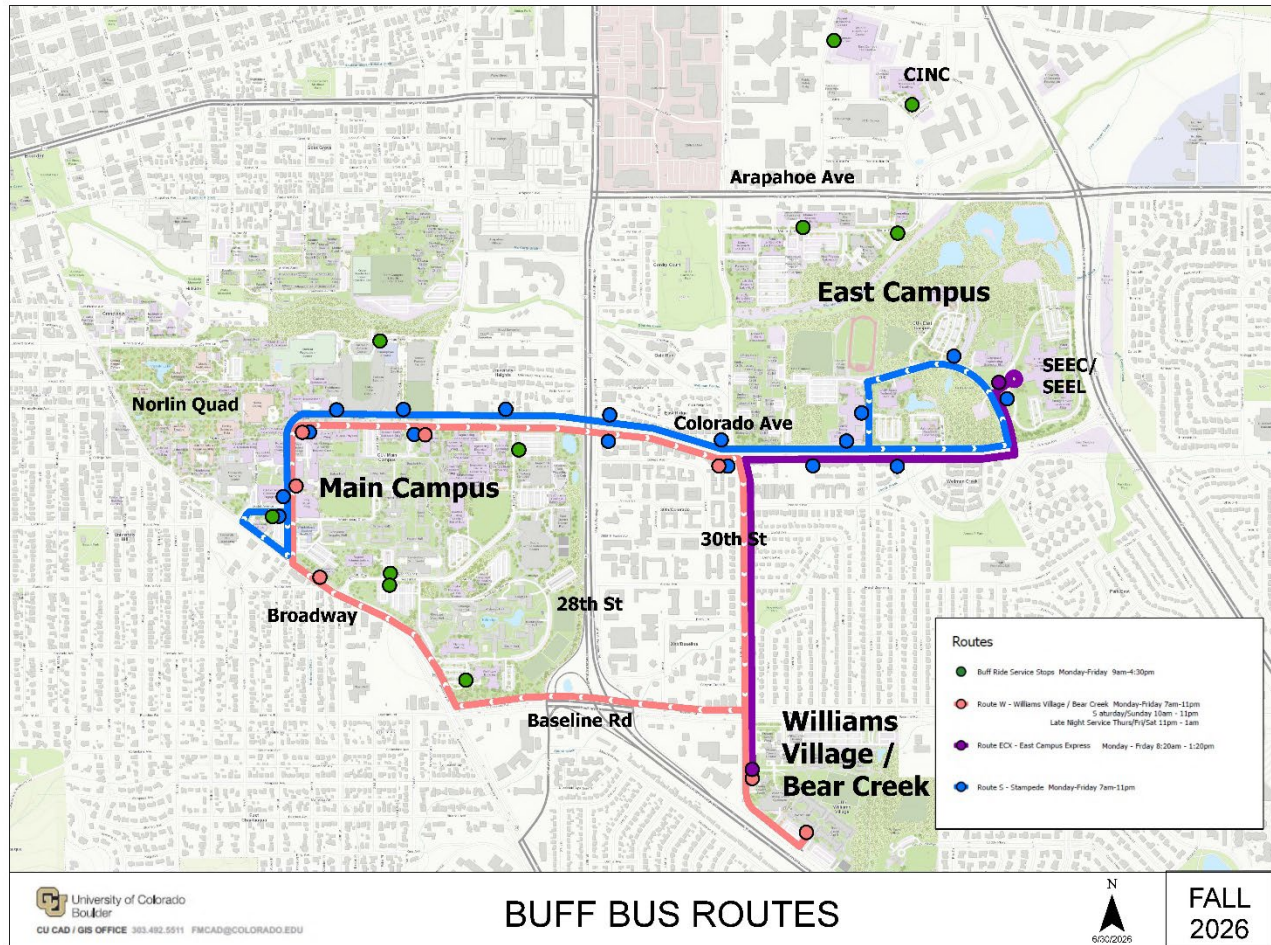
- Notify the Transit Coordinator (TC) or Operations immediately.
- Document the defects in the DVIR.

Wheelchair & Mobility Device Securement. Verify that all securement equipment is properly fastened before moving the bus.

Service Animals. Service animals are permitted on all buses. Keep the animal with its handler at all times. Raise flip-up seats when appropriate to provide additional space.



BUFF BUS ROUTES & MAP



Buff Bus Service

ALL ROUTES ARE SUBJECT TO CHANGE

Route W: Williams Village - Main Campus (7 days a week)

Route Direction is Clockwise loop with stops at:

- Bear Creek
- Williams Village
- Broadway @Regent
- IMIG Music
- Physics
- Math
- Colorado/30th Southside

Route W Operating Days:

Monday-Friday:

- 7:00 AM – 8:30 AM (buses every ~10 minutes)
- 8:30 AM – 6:00 PM (buses every ~5 minutes)



Parking & Transportation Services

UNIVERSITY OF COLORADO BOULDER

- 6:00 PM – 11:00 PM (buses every ~8 minutes)

Saturday & Sunday:

- 10:00 AM – 11:00 PM (buses every ~30 minutes)

Late Night Service:

- Thursday–Saturday: 11:00 PM – 1:00 AM
- Currently provided by Via Mobility Services (small black buses labeled "VIA")
- Runs from Williams Village and Bear Creek to Main Campus

Williams Village Late Night Service (Thurs/Fri/Sat nights)

- Thursday–Saturday: 11:00 PM – 1:00 AM
- Provided by Via Mobility Services (small black buses labeled "Via")
- Runs from Williams Village and Bear Creek to Main Campus

Route S: Stampede (Monday - Friday)

[Route S](#) Connects Main Campus to the Discovery Drive area of East Campus. Stampede operates throughout the year Monday through Friday (approximately 15 minutes between buses, 30 minutes between buses in the late evenings). During the semester, the route runs from 7am - 10:45pm. During the summer the route runs from 7am - 6:25pm. There is no Saturday or Sunday service.

Stampede Route Stops

1. Euclid Avenue & 18th Street (Main Campus) – CASE
2. Physics
3. Engineering
4. Colorado Avenue & 28th Street
5. 30th Street Stop (near Colorado Ave)
6. Colorado Avenue & 33rd Street
7. Colorado Avenue & 35th Street
8. SEEC – Sustainable Energy & Environment Community Building (East Campus)

Schedule

Fall/Spring Semester Schedule:

- Monday through Friday from 7am - 10:45pm (approximately 15 mins between buses, 30 minutes between buses in the late evenings). The last pick up from SEEC is 10:25pm and the final route ends on the 18th and Euclid at 10:45pm.
- Saturday - Sunday: no service
- Campus holidays: no service

Regular Summer Schedule:

- Monday through Friday from 7am - 6:25pm (approximately 15 mins between buses). The last pick up from SEEC is at 6:25pm and the final route ends at 18th and Euclid at 6:45pm.
- Saturday - Sunday: no service



- Campus holidays: no service

Route ECX: East Campus Express (Monday - Friday)

[Route ECX](#) Connects Williams Village to the Discovery Drive area of East Campus. This route runs Monday through Friday from 8:20am - 1:20pm. There are two stops on this route, one at Williams Village and one at the Aerospace building. Route ECX: Discovery operates Monday through Friday when classes are in session as detailed below. There is no Saturday or Sunday service.

Route RX: ROTC Express (Monday - Thursday)

Route RX connects Williams Village to the Buff Plaza near Folsom Field on Main Campus. This route runs Monday through Thursday, leaving Williams Village (Darley stop) at 5:45am and arriving at the Buff Plaza in front of Folsom Field by 6am. There are two stops on this route, one at Williams Village (Darley stop) and one at the Buff Plaza in front of Folsom Field. There is no Friday, Saturday, or Sunday service.

Football Game Day Route

On home football game days, Buff Buses run on slightly altered routes to accommodate game day traffic and parking.

Basketball Game Day Route

On home basketball game days, Buff Buses run on slightly altered routes to accommodate game day traffic and parking.

Commencement Buff Bus Service

Complimentary Buff Bus service will run on slightly altered routes to accommodate commencement day traffic and parking.

CDL COMPLIANCE, DRIVER QUALIFICATION, DOT DRUG AND ALCOHOL TESTING REQUIREMENTS

As a condition of employment and throughout the duration of employment in a safety-sensitive position, CDL drivers must maintain compliance with all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations, University of Colorado policies, and Department of Transportation (DOT) requirements.

Motor Vehicle Record (MVR) Monitoring

The University of Colorado will conduct periodic reviews of each CDL driver's Motor Vehicle Record (MVR), including at least an annual review, to verify:

- Valid CDL status and required endorsements.
- Compliance with driver qualification requirements.



Parking & Transportation Services

UNIVERSITY OF COLORADO BOULDER

- Driving history, moving violations, accidents, suspensions, revocations, or disqualifications.
- Eligibility to perform safety-sensitive functions.

Drivers are required to notify their supervisor immediately, and no later than the next business day, if they:

- Receive a citation for a moving violation, in personal vehicle as well.
- Have their driver's license or CDL lost, suspended, revoked, canceled, or disqualified.
- Lose any required endorsement.
- Become subject to any restrictions that may affect their ability to safely operate a commercial motor vehicle (CMV).

Failure to report violations or changes to driving privileges may result in disciplinary action, up to and including termination of employment.

FMCSA Drug and Alcohol Testing Program Overview

CDL drivers performing safety-sensitive functions are subject to FMCSA Drug and Alcohol Testing Regulations (49 CFR Part 382). Drivers are required to participate in the University's DOT-compliant drug and alcohol testing program, including:

- Pre-employment testing.
- Random drug and alcohol testing.
- Reasonable suspicion testing.
- Post-accident testing.
- Return-to-duty testing (when applicable).
- Follow-up testing (when applicable).

Refusal to submit to any required test will be treated as a refusal under FMCSA regulations and will result in removal from safety-sensitive duties and disciplinary action.

FMCSA Drug and Alcohol Clearinghouse

As required by FMCSA regulations, the University of Colorado will conduct annual queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether information exists regarding drug or alcohol program violations.

CDL drivers must acknowledge and understand that:

- The University of Colorado will conduct at least one annual Clearinghouse query during each 12-month period of employment.



- A limited query only determines whether information exists in the Clearinghouse and does not disclose the details of any records.
- If a limited query indicates that drug or alcohol violation information exists in the Clearinghouse, FMCSA will not release the detailed information to the University without the driver's separate electronic consent for a full query.
- If a driver refuses to provide consent for a required Clearinghouse query, the University must prohibit the driver from performing safety-sensitive functions, including operating a commercial motor vehicle, as required by FMCSA regulations.
- Drivers are responsible for maintaining an active Clearinghouse account and responding promptly to any requests for consent when required.

DOT Medical Certification Requirements

As a condition of employment and continued eligibility to perform safety-sensitive duties, CDL drivers are required to maintain a valid DOT Medical Examiner's Certificate (Medical Card) in accordance with FMCSA regulations. Drivers must:

- Successfully complete a DOT physical examination and medical evaluation for the operation of a commercial motor vehicle (CMV) at a University of Colorado-approved and [FMCSA National Registry](#) occupational health clinic or medical provider. CU pays for your DOT Medical Exam as it will be performed at one of these clinics. Please let Safety and Compliance know which day you are going to do your exam to get the Authorization Form:
 - **Dr. Robert Hochfelder Chiropractic Clinic DOT Exam Center** - Alpine Ave, Ste F, Boulder, CO. 80304 Phone: (303) 449-9280 Fax: (303) 449-3690
Appointment required
 - **Concentra Urgent Care network**
Walk-in only, open Monday to Friday, 8 AM to 5 PM. Do not arrive later than 4 PM for a physical.
- Maintain a valid Medical Examiner's Certificate at all times while performing safety-sensitive functions.
- Schedule and complete required medical recertifications before their current certification expires.
- Provide updated medical certification documentation to the University as required.
- Immediately notify supervisor if have lost the Medical Card or are medically disqualified, restricted, or otherwise unable to meet FMCSA medical qualification standards.
- After Medical Leave, drivers are required to complete the Return to Duty paperwork completed by the physician and pass a new DOT Medical Exam w/o restrictions.



Road Recertification

If a driver has been off work for longer than 30 days, they must get re-certified with Fleet Training Specialist and or Designee.

Disclosure Requirement

Drivers must immediately notify the University if the following happens, including on personal time in personal vehicle:

- Are convicted of any traffic violations (other than minor parking violations).
- Receive a DUI/DWI, reckless driving, or other serious traffic offense.
- Have their CDL or driving privileges suspended, revoked, canceled, disqualified, or restricted.
- Are notified of any FMCSA Drug and Alcohol Clearinghouse violation or change in status.
- Become ineligible to perform safety-sensitive functions under DOT regulations.

Failure to disclose required information may result in disciplinary action, up to and including termination of employment.

Hours of Service (HOS) Short-Haul Exception - 49 CFR §395.1(e)

Drivers who qualify for the FMCSA Short-Haul Exception are exempt from maintaining a Record of Duty Status (RODS) and are not required to use an Electronic Logging Device (ELD), provided all exemption criteria are met. To qualify, the driver must:

- Start and end the workday at the same normal work reporting location.
- Operate within a **150 air-mile radius** of the normal work reporting location.
- Be released from duty within **14 consecutive hours** after coming on duty.
- Have accurate time records maintained by the employer showing the driver's start time, end time, and total hours worked each day.

Drivers operating under the short-haul exception must still comply with all applicable Hours of Service limits. If a driver exceeds the short-haul requirements on any given day, that day no longer qualifies for the exception and a Record of Duty Status must be prepared for that duty day.

Drivers must notify their supervisor immediately if they believe they will exceed any of these limits. Once a driver exceeds the requirements of the Short-Haul Exception, a Record of Duty Status (logbook) may be required for that duty day.

Bus drivers operating local routes that begin and end at the same reporting location and remain within a 150 air-mile radius may qualify for the short-haul exception. Drivers remain responsible for complying with all applicable Hours of Service requirements and notifying a supervisor if they anticipate operating outside the limits of the exemption.



Parking & Transportation Services

UNIVERSITY OF COLORADO BOULDER

Regulatory References:

- 49 CFR §395.1(e) – Short-Haul Operations Exception
- 49 CFR §395.8(a)(1) – Requirement for Records of Duty Status
- 49 CFR Part 395, Subpart B – Electronic Logging Devices (ELDs)

Outside Driving Employment

To promote safety, regulatory compliance, and employee well-being, Bus Drivers must notify Transportation Services of any employment involving the operation of a commercial motor vehicle (CMV), passenger vehicle, school bus, or other professional driving position.

Employees may not engage in outside driving employment that:

- Causes the employee to exceed applicable FMCSA Hours-of-Service limitations or other regulatory requirements.
- Creates fatigue or impairs the employee's ability to safely perform assigned duties.
- Interferes with scheduled work assignments, responsibilities, or attendance requirements.

Transportation Services reserves the right to review outside driving employment to ensure compliance with safety and regulatory requirements. Employees may be required to provide documentation regarding work schedules, driving duties, and hours worked for another carrier or employer.

Failure to disclose outside driving employment or engaging in work that jeopardizes safety, regulatory compliance, or the employee's ability to perform assigned duties may result in corrective action, up to and including termination.

DOT-regulated drivers are responsible for accurately reporting all compensated driving time, including hours worked for other motor carriers or employers, as required by applicable FMCSA regulations. Hours worked for another employer may be considered when determining compliance with Hours-of-Service and fatigue management requirements.

REPORTING AND COMMUNICATION

- Check with operations / your supervisor to see if there is anything you should know about before getting on the bus.
- Report safety concerns, hazards, spills over 1 gallon or near-miss incidents to Transit Coordinator. Refer to Spill Protocol.
- Accidents must be reported immediately. Failure to report an accident will result in disqualification from receiving the safety bonus for one year and may lead to termination. Refer to Accident Protocol.



Accident – *any time a vehicle comes in contact with a person, pedestrian, micromobility device, another vehicle or a stationary object or property, whether there is damage or not.*

- Drivers must have a charged CU issued cellphone and a two-way radio, when applicable, with them during their shifts. Cellphones should be turned on, but radio communication should be used sparingly.
- All employees are expected to maintain a professional and respectful attitude at all times when interacting with coworkers, students, and members of the public. This includes communicating courteously, listening with patience, treating everyone with dignity, and avoiding behavior or language that could be perceived as rude, dismissive, or discriminatory.

SAFETY & VEHICLE INSPECTIONS (DVIR)

Safety Reminders

- Always be aware of your surroundings.
- Check that all windows are clear of excessive ice, snow, and dirt so that the driver has an unobscured view while driving. This includes using the defroster to keep the windshield clear of excessive moisture.
- Always wear the seat belt during operations, including the crossing chest belt.
- Always drive at speeds that are safe for the existing pedestrian, other vehicles, road, weather and light conditions. (i.e. snow, ice or slick conditions).
- Do not assume that a pedestrian, scooter, cyclist or skateboarder is going to stop or observe road signals and signs.
- Approach all crosswalks at slower speeds so that you are able to check for on coming skateboarders, cyclists or pedestrians.
- Remember that campus community members are often distracted by cell phones and/or music devices and may not be paying attention or cannot hear your vehicle approaching. Be aware of fast-moving bikes and skateboarders.
- Wear closed-toe footwear with adequate support and tread. Snow/ice cleats (“Buff Tracks”) are encouraged when walking in snow or ice conditions. The tread pattern on the sole of the shoe should be substantial enough to limit the amount slips while walking in a parking lot on other campus surfaces. Watch your step when walking near or around curbs.

Drivers are responsible for ensuring that all required vehicle paperwork is present and current in the bus during both pre-trip and post-trip inspections. Sufficient time should be allocated to thoroughly complete these inspections before and after each shift. Check that the following items are present and documents up to date.



- **Driver's License and DOT medical card**
- **Insurance**
- **Registration**
- **DVIR (Driver Vehicle Inspection Report) – backup paper DVIR**
- **Annual Vehicle Inspection Report**
- **Accident Report Form & a pen**

Also, check for:

- **Gate Opener**
- **Fueling Fob (if applicable) and Proxy card**
- **Fueling Card**

If anything is **missing or expired**, report it immediately **before starting your route**.

A complete and current permit pack helps ensure safety and compliance for every trip.

Double-check before you roll!

Drivers must ensure vehicle roadworthiness before, during, and after each trip. This is accomplished through the DOT required Driver Vehicle Inspection Report (DVIR) and forms.

Do not rush - the DVIR is a legal document.

- If you are taking a bus from the garage, complete a Pre-Trip Inspection.
 - After completing the pre-trip inspection and prior to doing a post trip inspection, if a defect is found, it must be documented on form #003. for a new defect found
- If you are relieving another driver, complete a Walkaround Form.
- If you are returning the bus to base, complete a Post-Trip Inspection.
- The primary method for completing DVIRs is the Samsara Driver App.
- In the event of an E-DVIR malfunction:
 - Notify TC/Operations, and
 - Use a paper DVIR as a backup with approval.
- All defects, damage, and abnormalities must be reported, regardless of severity.

Accountability & Compliance

- If damage goes unreported and is later discovered, responsibility may fall on the last driver who failed to document it. This will be determined upon review.
- Unreported damage may disqualify drivers from earning quarterly safety bonuses. Refer to Safety Bonus Protocol.



- If another driver operated the bus while you were on break, you must complete a Driver Change Walkaround/Attestation before driving again.
 - This includes breakers, as required by [49 CFR § 396.13](#)

Inspection Memory Aids

- Tires: Inspect for **Abrasions, Bulges, and Cuts (A-B-C)**.
- All components: Check for anything **Missing, Bent, Broken, or Cracked (M-B-B-C)**.
- Equipment & systems: Verify everything is **Properly Mounted and Secured (P-M-S)**.

Downable Defects

If you discover any of the following critical safety defects during your inspections, report immediately before downing:

- I. **Service brakes**
- II. **Parking brake**
- III. **Steering mechanism**
- IV. **Lights and reflectors**
- V. **Tires**
- VI. **Horn**
- VII. **Windshield wipers, fluid**
- VIII. **Mirrors / rear vision mirrors**
- IX. **Wheels and rims**
- X. **Emergency equipment**, including
 - a. **Fire Extinguisher** (*Type A, B, C; must be fully charged, current, sealed, securely mounted; inspection should confirm the gauge is in the green zone and the pin is intact*)
 - b. **Three emergency Reflective Triangles** (*confirm that they are present, stored properly, and not damaged*)
 - c. **Fuses** (*one spare per level, if applicable*) - know where and how to reset circuit breakers.

If any are not functioning properly:

- Notify the Transit Coordinator (TC) and Operations immediately.



- Complete the defect report through the **Samsara Driver App**.

BUS CLEANING EXPECTATIONS

Drivers must keep their bus clean at the start and end of their shift.

Morning Drivers

- ✓ Stock supplies

Evening Drivers

- ✓ Remove trash
- ✓ Close all windows, hatches & doors
- ✓ Sweep floors
- ✓ Mop the bus- weather permitting
- ✓ Check for Lost & Found items

FUELING & SOC (Status of Charge) RESPONSIBILITIES

All diesel and gasoline buses must be fueled by the last driver of the day/evening drivers at the end of their shift.



Steps for Fueling:

- **Step 1** Regular Diesel [pump 1, 2, 3, & 4] / Bio as directed (during Winter)
- **Step 2** Before shutting bus down, **GET MILEAGE**
- **Step 3** Go to Island Terminal
 - Enter Pump Number [1, 2, 3, or 4]
 - Hold Chipped FOB up to Sensor
 - Enter Mileage – Note if it does not take the first time, try up to three times, then it will automatically ok the pump



- **Step 4**

- Fuel – Stay with bus while fueling
- Record the number of gallons added in Samsara Forms or paper DVIR if used.

SOC (Status of Charge)

Drivers must record the status of charge when plugging in the bus and when unplugging using Samsara Forms. Or paper DVIR if used.

(For more information, check out Electric Bus Operation and Charging Section)

BACKING PROCEDURE

Backing is one of the most common causes of preventable damage, so taking a few extra seconds can make a big difference.

Our goal is to eliminate backing accidents, so please remember to:

- **Get Out and Look (G.O.A.L.):** Before backing, take a moment to physically check your surroundings. Identify and use a clear reference point (fixed object, line, or marker) to help guide your movement as you back.
- **Use a spotter when possible:** Don't hesitate to ask a fellow employee to guide you, especially in tight areas.
- **Take it slow:** Back in at a controlled speed and be ready to stop immediately.
- **Avoid backing when you can.**

If you would like additional instruction or a quick refresher on backing techniques - we're happy to accommodate and support, you.

There is no rush that outweighs safety. A quick check or asking for help can prevent costly damage and keep everyone safe.

PASSENGER COUNTS

- Routes requiring passenger counts include, but are not limited to:
 - East Campus Express
 - ROTC
 - Or requested by operations

BREAKS AND BREAKER ASSIGNMENTS

- One driver will be designated as the "Breaker" for Will Vill service, Monday through Friday.



- The Breaker rotates from bus to bus to ensure adequate breaks for all Will Vill drivers [WV10-WV50].
- Drivers should contact the Transit Coordinator if additional breaks or assistance are needed.

FOOTBALL GAMES AND EVENT SUPPORT

- CU home football games require significant transit support.
- Drivers will be asked to volunteer first; if volunteer numbers are insufficient, shifts will become mandatory based on operational need and assigned in reverse order of seniority.
- Additional major campus events may follow the same structure depending on staffing requirements.



ACCIDENT PROTOCOL

Accident – any time a vehicle comes in contact with a pedestrian, micromobility device, another vehicle or a stationary object or property, whether there is damage or not.

IMMEDIATE ACTIONS

- Stop safely, secure the bus and area:
 - Hazard lights & parking brake on
 - If safe, place triangles wearing a high visibility vest
- Notify Transit Coordinator and/or Operations immediately to provide accident details. If outside of Boulder – check Trip Ticket for appropriate Operations Contact.
- Check for injuries; ***Call 911 if needed for any medical needs***
- **CALL POLICE IMMEDIATELY TO FILE POLICE REPORT**
For Every Accident – see definition above
CU Police Dept. (303) 492-6666 or
Boulder Police Dept. (303) 441-3333 option 8
If your accident does not occur on CU property, you will need to call the police department responsible for jurisdiction where the accident occurs.
If you are uncertain as to which police department to call, then call the CU Police.
- Do NOT leave the scene or admit fault
- Be ready to present your CDL, Vehicle Registration, and CU Insurance Card (found inside the vehicle packet).

INFORMATION TO COLLECT

- Names, phone numbers, and addresses of all parties involved
- Driver license, registration and insurance information
- Vehicle details (make, model, license plate)
- Witnesses' names and contact information
- Police report number (if applicable)
- Photos of:
 - All vehicles and property involved
 - Roadway
 - Damage
 - Surrounding conditions
- **SAMSARA FORM ACCIDENT REPORT MUST BE COMPLETED WITHIN 24 HOURS OF THE ACCIDENT.**



DOT REPORTABLE ACCIDENT CRITERIA [3 H's - Hearse, Hospital or Hook]

DOT Reportable Accident (Crash) - occurrence involving a commercial motor vehicle in which:

- A vehicle was towed from the scene:
- A fatality occurred: or
- A person was injured and required immediate medical treatment away from the crash scene.

If the accident meets the criteria above, call Compliance at 303-492-5533 (or backup 303-905-9647). Post-accident Drug/Alcohol testing may be required (§ 382.303).

Failure to report an accident will result in suspension from safety-sensitive functions and launch an investigation.

Spills and Major Leaks:

Transit Coordinator's truck is equipped with spill kit and basic PPE

Environmental Health & Safety at 303-492-6025 - business hours

Operations Control Center at 303-492-5522 - after hours

On-Call Mechanic:

business hours 303-847-9276

after hours 303-710-3560

**** Authorization from Maintenance is required to move or tow the bus after an accident ****



SPILL RESPONSE PROTOCOL

Purpose: Response to Diesel, Oil, Coolant, Steering/Hydraulic, Gasoline & Other Bus Fluids leaks

IMMEDIATE SAFETY & COMMUNICATION

- Pull over safely, hazards on and set out reflectors securing the area
- Shut off engine (if safe to do so)
- Evacuate passengers if fire/slip hazard
- Keep pedestrians away
- **Driver to contact Transit Coordinator during business hours or the Supervisor on-call on radio or phone to provide:**
 - Bus number
 - Exact location
 - Identify the fluid & size of spill
 - Hazards or injuries

Transit Coordinator's truck is equipped with spill kit and basic PPE

Transit Coordinator to contact:

Environmental Health & Safety at 303-492-6025 - business hours

Operations Control Center at 303-492-5522 - after hours

CUPD 303-492-6666; *Call 911 if needed*

On-Call Mechanic:

business hours 303-847-9276

after hours 303-710-3560

SPILL SIZE GUIDE

● Small (<1 gallon)

→ Use TC's spill kit to contain. Do NOT leave the scene until cleared.

Diesel, Oil, Coolant, Steering/Hydraulic, small puddles – use TC's spill kit.

*Gasoline – put Haz Waste tag on to dispose with shop's help.

● Medium (1–5 gallons)



Parking & Transportation Services

UNIVERSITY OF COLORADO **BOULDER**

Steady leak, hose failure

→ Contain with absorbents. Keep the area blocked off. Use TC's spill kit.

Contact OCC if there is a risk of environmental contamination.

● Large (>5 gallons)

Major diesel or fluid loss

→ Call TC + OCC immediately. Move passengers to a safe location and distance.

→ Attempt to stop the leak using a spill kit.

IF SPILL OCCURS AT CITY'S FUELING STATION

- Use the spill kit available to spread absorbent on the spill.
- Never leave a spill uncontained. Inform TC or Supervisors – fuel station manager will need to be alerted.

Primary Contact

Joe Dutka - Fleet Services Assistant, City of Boulder

303-413-7136

dutkaj@bouldercolorado.gov

24-Hour Supervisor

720-355-3819 (24/7)

Customer Service

303-441-4058

FAMcustomerservice@bouldercolorado.gov

DOCUMENTATION

- Incident/Spill Report
- Photos: spill area, leak source, cleanup, absorbent used
- Keep internal spill log

BUS PROCEDURES

- Do NOT continue driving if vehicle is leaking
- Maintenance inspects all affected systems & advises TC/Supervisor to tow vs. return to base. Authorization from mechanics is required to move the vehicle.



BATTERY ELECTRIC BUS CHARGING & OPERATION PROTOCOL

Purpose: To ensure safe, consistent operation of our battery electric buses by addressing high-voltage awareness, daily operation, charging practices, and emergency response.

ELECTRIC BUS SAFETY AWARENESS

- Electric buses operate with high-voltage electrical systems (hundreds of volts).
- Never touch, modify, or disconnect orange colored high-voltage cables or components unless instructed to do so by a mechanic.
- Do not attempt to open sealed electrical compartments.
- Treat damaged wiring, exposed cables, or burning smells as immediate safety hazards.
- Only trained and authorized personnel may service high-voltage systems.
- Expect quieter operation - remain alert to pedestrians and cyclists.

⚠ Remember: Orange = High Voltage = Hands Off

ELECTRIC BUS INSPECTION

In addition to standard pre-trip inspection items, drivers must:

- Verify that the State of Charge (SOC) is sufficient for the scheduled route. Enter the SOC Form in Samsara Driver App (begin and end of shift)
- Check dashboard for warning lights or fault messages related to battery, high-voltage & cooling system. Do not operate if any high-voltage- or battery warning is present – report to TC and Operations immediately.
- Check for coolant leaks.
- Confirm cooling systems (fans, alerts) show normal operation
- Inspect external charging port for damage, loose covers, moisture, or debris.
- Report any damage, faults, or concerns before leaving the vehicle.



STARTING & OPERATING ELECTRIC BUS

Startup Procedure

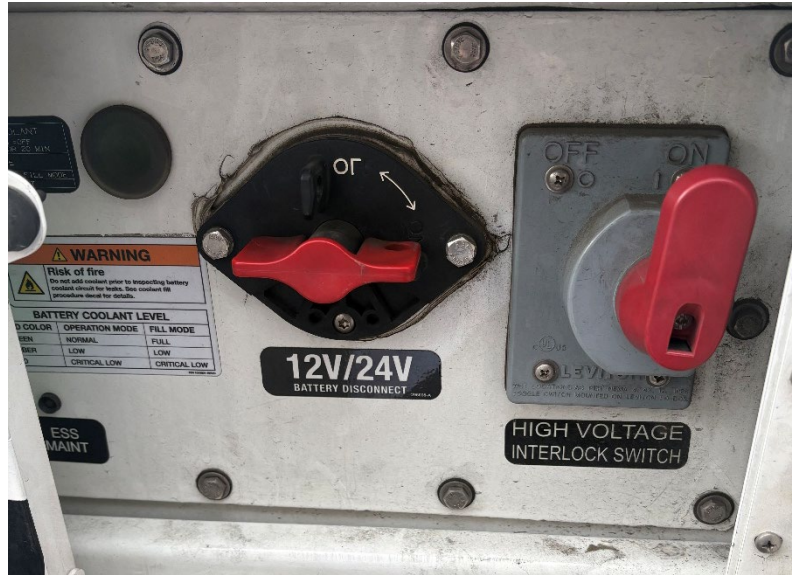
Follow manufacturer startup sequences completely (wait for “Ready” indication).

Both switches need to be ON when charging and starting the bus.

1. Turn ON High Voltage (HV) battery first.
2. Turn ON Low Voltage (LV) system second.

Important: Always energize the High Voltage system before the Low Voltage system to ensure proper vehicle startup.

Do not rush! Electric buses take time to power on.



Shutdown Procedure

To safely de-energize the bus electrical systems:

1. Turn the OFF Low Voltage (LV) system first.
2. Wait for 30 seconds.
3. Turn OFF High Voltage (HV) battery.
4. When shutting down, **shut off the battery**; if the destination sign is on – it will drain the battery. Please push the “Destination Button”, then enter “code 100”, then enter again. Enter “code 7” for PR sign. Don’t forget to check the signs to make sure they are turned off. For questions – call Transit Coordinator on duty.

Important: The shutdown sequence is the reverse of startup. Allowing the 30-second delay helps ensure vehicle systems have properly powered down before disconnecting High Voltage power.

⚠ Failure to follow the correct startup and shutdown sequence may result in vehicle faults, system errors, or damage to electrical components.

For restart, must wait 5 minutes, then turn the switches back on, then do normal start-up procedure. If the bus still won’t start, contact Transit Coordinator on Duty.



EV Bus Operation

- Use smooth acceleration and regenerative braking instead of relying on mechanical brakes to conserve batteries and reduce system strain.
- For HVAC usage - steady interior environment temperature is suggested rather than operator adjustments on the fly. Intense heat or extreme cold will have an effect on range due to higher energy loads being consumed to cool and or heat the bus cabin.
- Electric buses respond quickly - smooth inputs are key.
- Pay attention to critical SOC warnings provided on the dashboard. Batteries below 20% SOC should always be reported to Operations, and arrangements should be made to switch the bus out so it can be charged.

Remember: Electric buses have a wider turning radius.

- Monitor energy use throughout the route for fluctuations, watch for warning lights or audible alerts. Do not reset faults unless specifically instructed.

CHARGING PROCEDURES

Before Charging: place the bus in **Park**, apply the **parking brake**, dump the air on the front door and power the bus **off**.

ABB Chargers

- To reduce tension on the charging cable, wrap the cable around the bollard before connecting it to the bus.
- To disconnect, press "**Stop Charge**" and hold the toggle switch for approximately **30 seconds** before unplugging.

ChargePoint Chargers

- End the charging session using the charger touchscreen.
- Once the charging has stopped, disconnect the charger from the bus. Turn the power switches off.
- Contact Transit Coordinator on duty for help if needed.

General Charging Guidelines

- Ensure that charging cables and connectors are **clean, dry, and properly placed** before initiating a charge.
- Never force a charging connector into place.



- It is recommended that the **HVAC system remain on during charging** to help maintain battery temperature within its optimal operating range.
- Buses should **not remain connected to chargers over weekends or extended periods of non-use**. The Transit Coordinator (TC) or their designee should disconnect the charger and secure the vehicle as outlined below.
- Once a bus reaches its maximum **State of Charge (SOC)**, disconnect it from the charger.
- If the bus is out of service overnight, over a weekend, or for an extended period, turn off both the **High-Voltage (HV)** and **Low-Voltage (LV)** master switches (commonly referred to as "knifing" the bus).
- **Avoid short-cycle charging whenever possible**, as frequent partial charging can contribute to battery imbalance and reduced battery performance over time.
- When done charging, **shut off the battery**; if the destination sign is on – it will drain the battery. Please push the "Destination Button", then enter "code 100", then enter again. Enter "code 7" for PR sign. Don't forget to check the signs to make sure they are turned off. For questions – call Transit Coordinator on duty.

Important: When charging is complete and the vehicle is not scheduled for immediate service, disconnect the charger and shut down both HV and LV systems to minimize battery drain and preserve battery health.

ELECTRIC BUS EMERGENCY PROCEDURES

 **Battery fires require specialized response - distance is critical!**

If a high-voltage, battery, or thermal alert appears:

- Safely pull over & secure the bus
- Contact operations/maintenance immediately

In Case of Fire, Smoke, Electrical Smell, or Battery Issue:

- Stop the bus as soon as it is safe to do so.
- Evacuate passengers to a safe distance.
- Shut down the bus if it's safe.
- Call 911; notify TC and Operations.
- Do not reenter the bus until it is cleared by emergency responders.



BUS DRIVER SAFETY BONUS

Overview

At CU Boulder, safety is at the heart of everything we do - and we're proud to recognize the Buff Bus drivers who help keep our campus safe, reliable, and welcoming every day. The *Safety Bonus Program* is our way of saying *thank you* to the drivers who go above and beyond in creating a safe and professional transit experience.

Who's Eligible?

All full-time and part-time Buff Bus drivers are eligible to participate. Employees who are on any type of leave of absence (including, but not limited to, FMLA, medical, personal, administrative, or unpaid leave) during the safety bonus evaluation period are not eligible to receive the safety bonus. Employees must be actively working in their assigned position at the time the bonus is awarded to qualify.

How Does It Work?

Drivers can earn a quarterly bonus by consistently meeting duties and expectations in the following areas:

Safe Driving Record

- No preventable accidents or safety-related preventable incidents during the review period.
Accident – any time a vehicle comes in contact with a person pedestrian, micromobility device, another vehicle or a stationary object or property, whether there is damage or not.
- No moving violations or citations while operating a CU vehicle.

Regulatory Compliance

- Staying up to date with DOT, FMCSA, and CU safety policies and practices.
- Completing all required safety training and certifications on time.

Reporting and Communication

- Employees are expected to promptly report all safety concerns, hazards, and near-miss incidents. A near-miss incident is an unplanned event that could have resulted in an accident, injury, vehicle damage, property damage, or service disruption, but did not due to chance, timely corrective action, or other circumstances.
- **All accidents must be reported immediately. Failure to report an accident in a timely manner will result in disqualification from receiving the safety bonus for a period of one (1) year and may result in disciplinary action, up to and including termination.**



- A single safety offense occurring during a bonus eligibility quarter may result in disqualification from receiving the safety bonus for that period. This disqualification applies solely to bonus eligibility and does not imply that additional or subsequent offenses are without consequence. Each offense is reviewed and documented independently. Repeated or continued violations will be addressed with the employee's supervisor and may result in corrective or disciplinary action in accordance with the *Progressive Discipline* policy.

Bonus Amounts

Drivers can earn \$500 (before tax) per quarter.

How It's Reviewed?

Your performance is reviewed by the Transit Manager and Fleet Training Specialist, in coordination with the Safety and Compliance Manager.

Policy Updates

This policy is reviewed annually and may be updated based on new regulations, operational needs, or budget changes.



PAYROLL

Please refer to [University Staff Payroll | University of Colorado](#) policy online for the most current information as some processes are subject to change.

Remember to log your time worked on SHIFTS on TEAMS every shift:
clock in & clock out. If you need assistance or training, please contact your supervisor.

Student employees, please refer to [Policies | Student Employment | University of Colorado Boulder](#): student employees working for CU Boulder are limited to the following maximum work hours throughout the year, according to the [Student Hourly Employee Work Policy](#).

Undergraduates

- *Fall & spring semesters*: 25 hours per week (50/pay period)
- *Summer*: 40 hours per week (80/pay period)

Graduate & international students

- *Fall & spring semesters*: Limited to 20 hours per week during the academic year
- *Summer & campus breaks*: Supervisors may submit an [Exception Request Form](#) for more hours if there is a business/academic reason

The policy does not affect students working in non-University off-campus jobs, though we encourage students to prioritize their academics when considering outside work commitments.

TIME-OFF REQUESTS AND ATTENDANCE POLICY

The purpose of this policy is to ensure reliable service, safe operations, and adequate staffing by establishing clear expectations for driver attendance and punctuality. It is intended to provide allowances for employees who are occasionally absent and yet provide corrective discipline to those employees who abuse work responsibilities of the Transportation Services Department and burden other employees with their absence.

ATTENDANCE & AVAILABILITY EXPECTATIONS

- **Drivers are responsible for managing travel time, planning for delays, and for reviewing and confirming their assigned work schedule prior to each shift.**
Drivers must not assume their schedule has remained the same from previous days



Parking & Transportation Services

UNIVERSITY OF COLORADO **BOULDER**

or weeks. Failure to check the posted or communicated schedule does not excuse late arrival, absence, or failure to report as scheduled

- If you have an unplanned change to your work schedule, such as unexpectedly arriving late or leaving early from your shift, you must use the appropriate leave time to cover the lost time on the same day of the unplanned change (either sick or vacation).
- Planned schedule adjustments may be supported at your supervisor's discretion and approval:
 - All Time Off Requests have to be entered by employees into myLeave
 - Vacation requests must be submitted and approved at least two (2) weeks in advance.
 - Time Off Requests [other than vacation] will be reviewed and approved within 72 hours.

REPORTING LATE

- If a driver anticipates being late for a scheduled shift, they are required to notify operations by phone as soon as possible, ahead of scheduled report time.
- Notification must be made directly; messages sent through third parties or after the report time may not be considered timely notice.

NO CALL / NO SHOW

- A driver who fails to report for duty and does not arrive within **three (3) minutes** after the scheduled report time will be considered a No Call / No Show.
- No Call / No Shows are considered a serious attendance violation due to their impact on service, team, and operations.
- Late arrivals, failure to properly call when running late, and No Call / No Shows may result in **progressive discipline**, in accordance with applicable disciplinary policies.
- Repeated violations may lead to further corrective action, up to and including suspension or termination.

CALL-OFFS & RETURN TO WORK

- For emergency call-offs exceeding three (3) consecutive days, a doctor's note is required.



Parking & Transportation Services

UNIVERSITY OF COLORADO **BOULDER**

- Under the attendance policy, extended call-offs may require review for potential FMLA applicability.
- It is the driver's responsibility to notify supervisors/operations by 5:00 PM if they are returning to work the following day.

Unauthorized absences may result in corrective and/or disciplinary action as follows:

1. First unauthorized absence – Written coaching via performance evaluation process.
2. Second unauthorized absence – Recommend to the Appointing Authority for corrective action.
3. Third offense – Recommend to the Appointing Authority for disciplinary action which could result in dismissal, demotion or reduction in pay.
4. Three consecutive workdays without notification are considered job abandonment.

SICK LEAVE REQUESTS

- a. If leave is for prearranged appointments or other health related issues that are known in advance, then the request should be made in writing as early as possible.
- b. Please be aware that there are periods of time that are extremely busy, so if you need to schedule doctor appointments, see your supervisor for these details. During periods where requested leave is limited, a doctor's note may be required when calling in sick.
- c. If leave is for an unexpected illness, then a call should be made to your direct supervisor's work phone. If you do not reach them, you must leave a message and then call Operations. If you do not reach them, you must leave a message. You are expected to call in to your supervisor 2 hours before your shift begins.
- d. If leave is to be extended beyond the first day, then you must make a phone call by 7 a.m. of each additional day to be missed, or you must make prior arrangements with your supervisor.
- e. As indicated in the above rules, if you exhaust your sick leave balances, then your annual leave will cover the time. If all leave is then see the rules below.

VACATION LEAVE REQUESTS

- a. You must have enough annual leave on the books for vacation time requested.



- b. or, you must be able to accumulate enough annual leave by the dates requesting to be off.
- c. or you must fall under the guidelines of leave-without pay requests below.
- d. You must request your vacation leave as much in advance as possible in writing to your supervisor.
- e. You must receive written approval from your supervisor for leave to be considered “approved”.

Warning: Do not commit yourself to something until you have received this confirmation!

- f. All leave requests must be approved by your supervisor, their designee, or the Transit Manager.

How will vacation leave requests be granted:

- i. Vacation Leave requests will be granted on a first come first serve basis. However, if your request includes leave that you do not have annual leave balance to cover, then first priority will be given to the employee that has enough annual leave to cover the time off requested. Unless necessary for trip planning purposes, please limit your time off request submissions to no more than 6 months prior to the dates requested off.

Holiday requests will be granted based on availability of staff during requested time off and based on who was granted time off in the previous 1 to 2 years during these time periods. Be aware that it is always up to the discretion of your supervisor (and/or Transit Manager) to grant time off, according to operation needs at that time.

Reminder: If you are off for over 30 consecutive days, you will be required to pass a driving recertification with Fleet Training Specialist or Designee.

OVERTIME & MAKING UP TIME

- Please be aware that overtime can be required under some circumstances as a part of your job (i.e. covering a shift that became vacant at the last moment due to illness, performance plan requirements or other unforeseen circumstances.) Usually, we ask for volunteers before requiring anyone to work overtime.
- All overtime worked must be previously authorized by your supervisor. For any overtime worked outside of your control, i.e., at the end of your work week where the



time cannot be flexed out, your supervisor must be notified immediately by TEAMS with an explanation of why or how the overtime occurred.

- You may only work overtime for pay or comp time as approved by your supervisor. Unless approved, any overtime worked prior to the end of your work week will be flexed out prior to the end of your work week. Pay or Comp time will be given at the discretion of the supervisor. You may request your preference, but it is ultimately the decision of the supervisor.
- When working to cover a fellow employee's shift so that employee may take time off for personal or other reasons, you must take off the equivalent number of hours during that same calendar week so as not to accrue flex or overtime. Your work week may not exceed your regularly scheduled bid work week. Instead of taking the time off, you also have the option to work a shift for that employee in the same week so as to balance your bid work week or take the equivalent time off in vacation or comp time.
- Overtime pay will not be offered as a substitute for those who find themselves short on money because of requested "leave-without-pay", or for the sole reason of helping an employee financially.
- Only if there are appropriate grounds for a supervisor to offer overtime for help needed that cannot be handled within the workday by appointed staff, then a supervisor, if budget is available, may offer an overtime assignment.
- You may request your supervisor to make up time for days or hours lost in a week. It is up to your supervisor's discretion as to whether or not this is permitted.
- Time must be made up within the same week (even if the month overlaps). This means that the time to be made up for lost time in a span of Sunday through Saturday of a particular week can ONLY be made up within that same week.
- You must request made up time in advance, and you must receive your supervisor's approval.
- Remember that when you request made up time, overtime is not considered, it is simply straight time that you are then allowed to put towards the day you missed in full or in part.
- You may not consider requesting make up time to alter your normal schedule on a constant or continuing basis.
- For any extra hours worked during the course of the week, whether assigned or time that occurs beyond your control, an equal number of hours must be taken off/flexed during that same week so that your work week does not exceed hours of your bid schedule.



REVIEW OF EMPLOYEE'S ATTENDANCE RECORD

If the review of the employee's attendance record shows a pattern that might indicate abuse, the employee will receive a corrective or disciplinary action.

It is an unauthorized absence if an employee is not at work during scheduled working hours, and they are not on approved leave or approved leave without pay.



PROGRESSIVE DISCIPLINE

Purpose: Providing a fair, consistent, and corrective approach to driver performance or conduct issues, with the goal of supporting improvement while maintaining safety, compliance, and professionalism.

#	Step	When Used	Process	Documentation	Outcome / Next Step
1	Verbal or Written Warning (Coaching) from TC or Operations or Supervisor	First-time or minor issue; No immediate safety risk	Supervisor discusses concern; Reviews expectations or policy; Provides coaching and support	Supervisor makes notes and also sends them in an email to employee; Not typically placed in internal personnel file	Issue corrected or progresses if repeated
2	Formal Meeting with Acknowledgement with Supervisor	Repeat issue or more serious concern or behaviors	Formal meeting with supervisor; Review concerns and expectations with safety manager (if applicable)	Written acknowledgement signed by driver and supervisor, placed in personnel file	Issue corrected; further issues - escalate
3	Letter of Expectations from Supervisor & Employee Relations	Continued behavior or pattern: safety or professionalism concerns	Letter reviewed in person: Defines issues, policies, expectations; Sets correction timeline	Signed letter in personnel file – internal and HR	Work toward expectations; failure leads to Performance (PIP)
4	Letter of Reprimand from Supervisor & Employee Relations	Failure to meet expectations; significant safety or compliance issues	Formal meeting: measurable goals and timelines; support and check-ins	Signed LOR document: placed in placed in personnel file and HR	Successful completion or termination



VANPOOL PROGRAM

CU Boulder Transportation has you covered with subsidized fees and free parking with the vanpools program. Compared to driving, vanpoolers save hundreds of dollars a year on gas, maintenance, and parking fees. For more information, check out: [Vanpools | Parking and Transportation | University of Colorado Boulder](#)

With only \$20-\$50 monthly fees, vanpooling is the perfect solution for saving money on personal transportation, providing a stress-free commute experience. Benefits of the vanpool program are:

- No wear and tear that comes with a personal vehicle.
- Gas, insurance, roadside assistance, parking fees and maintenance are all paid for by your monthly fee.
- Meet-up locations, routes and driving responsibilities are flexible and up to the van members to agree on.
- Driving responsibilities are shared by at least two or more vanpool members.

Vanpoolers in the Denver Metro area are serviced by [Way To Go](#), with a \$20 monthly fee for Front-Line employees and \$50 for other employee types. Payments are deducted from the paychecks for full-time CU Staff. Most staff will have access to Way to Go. Review Boulder HR's website for more information on [front-line eligibility](#).

Vanpoolers in the Northern Front Range (north of Longmont) are serviced by [VanGo](#) and will have varying fee rates depending on commute distance. Regardless of the program, all staff receive at least \$35 in subsidies from CU and the City of Boulder. Contact VanGo for pricing and let them know you are from CU Boulder to get a quote with the subsidies applied.

Worried about transportation in the case of an emergency? CU provides guaranteed rides home to Boulder and System Administration faculty and staff with the [free taxi service](#).

Ready to start vanpooling? Get started today by filling out this [short interest form](#).

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CHANGE HISTORY

The expectations and requirements outlined in this document are subject to change at any time based on operational needs, regulatory requirements, or Transportation Services policies.

Process Number/Revision	Date	Reason for Change
1.0	7/22/2026	Original



Table of Contents

PROCESS OWNER	1
INTRODUCTION	1
PROCESS INPUTS.....	1
JOB DESCRIPTION	1
JOB SUMMARY	1
JOB DUTIES WITH PERCENTAGE WEIGHTS	2
GENERAL PHYSICAL REQUIREMENTS	2
PRE-EMPLOYMENT CHECKS	3
ONBOARDING.....	3
BEFORE YOUR FIRST DAY	3
YOUR FIRST WEEK.....	4
SHIFT & ROUTE BIDDING	7
TRANSIT DUTIES	8
BASIC REQUIREMENTS.....	8
TRANSIT TERMINOLOGY & PROCEDURES.....	8
ADA ACCESSIBILITY & PASSENGER ASSISTANCE	11
BUFF BUS ROUTES & MAP	13
CDL COMPLIANCE, DRIVER QUALIFICATION, DOT DRUG AND ALCOHOL TESTING REQUIREMENTS.....	15
REPORTING AND COMMUNICATION	19
SAFETY & VEHICLE INSPECTIONS (DVIR)	20
FUELING & SOC (Status of Charge) RESPONSIBILITIES	23
BACKING PROCEDURE.....	24
PASSENGER COUNTS	24
BREAKS AND BREAKER ASSIGNMENTS.....	24
FOOTBALL GAMES AND EVENT SUPPORT	25
ACCIDENT PROTOCOL.....	26
IMMEDIATE ACTIONS.....	26
INFORMATION TO COLLECT	26



DOT REPORTABLE ACCIDENT CRITERIA [3 H's - Hearse, Hospital or Hook]	27
SPILL RESPONSE PROTOCOL	28
IMMEDIATE SAFETY & COMMUNICATION	28
SPILL SIZE GUIDE	28
IF SPILL OCCURS AT CITY'S FUELING STATION	29
DOCUMENTATION	29
BUS PROCEDURES	29
BATTERY ELECTRIC BUS CHARGING & OPERATION PROTOCOL	30
ELECTRIC BUS SAFETY AWARENESS	30
ELECTRIC BUS INSPECTION	30
STARTING & OPERATING ELECTRIC BUS	31
CHARGING PROCEDURES	32
ELECTRIC BUS EMERGENCY PROCEDURES	33
BUS DRIVER SAFETY BONUS	34
PAYROLL	36
TIME-OFF REQUESTS AND ATTENDANCE POLICY	36
ATTENDANCE & AVAILABILITY EXPECTATIONS	36
REPORTING LATE	37
NO CALL / NO SHOW	37
CALL-OFFS & RETURN TO WORK	37
SICK LEAVE REQUESTS	38
VACATION LEAVE REQUESTS	38
OVERTIME & MAKING UP TIME	39
REVIEW OF EMPLOYEE'S ATTENDANCE RECORD	41
PROGRESSIVE DISCIPLINE	42
VANPOOL PROGRAM	43
CHANGE HISTORY	44