

## **UNIT TWELVE – SMALL VEHICLE TRAINING**

This section, ACTIVITY TRIP SMALL VEHICLE/MULTIFUNCTION BUS OPERATOR RULES FOR THE OPERATION OF SCHOOL TRANSPORTATION VEHICLES, 1 CCR 301-26 through the end of the unit is designed to be removed and copied for the district small vehicle training.

“What type of training does transportation provide and how does the department make that decision?” The first step to answer this question is to understand the types of vehicles and the type of operation that will be provided to the student. Small vehicle operators can operate three types of vehicles; the Type A bus, a multi-function bus of 15 or less capacity, or a small vehicle. A person transporting students to an activity may do this provided they meet all of the Small Vehicle Operator requirements. If the transportation required is a route, the driver must meet all of the route operator requirements found in 1 CCR 301-26, 4204-R-202.01 and 1 CCR 301-26, 4204-R-207.00. The district may have additional requirements that must also be met.

The definitions of types of vehicles, route, and many other definitions can be found in the School Transportation Glossary located in Unit 16.

### **TYPES OF VEHICLES**

Type A Bus – School bus is a conversion body constructed upon a van-type compact truck or a front-section vehicle chassis, designed for carrying passengers with a driver side door. The vehicle will be under 21,001 pounds GVWR.

Multi-Function Bus – a motor vehicle built to federal school bus standards. Usually a different color and does not have the 8-way light system or stop arm.

Small Vehicle – a motor vehicle that does not meet the requirements of a Type A, B, C, or D school bus. A small vehicle is designed for normal use by the general public. Students may be transported by a small vehicle on route or activity trip.

School districts shall inspect or have inspected annually all school transportation vehicles. Recently purchased school transportation vehicles shall have a CDE annual inspection before they are placed in service transporting children. (1 CCR 301-29, 2251-R-3.01) This includes small vehicles. The inspection must be accomplished by a CDE certified Annual Inspector.

There are two sets of rules that apply directly to the small vehicle operation.

1 CCR 301-25, Colorado Minimum Standards Governing School Transportation Vehicles. These rules spell out the minimum requirements of the vehicle.

1 CCR 301-26, Rules for the Operation of School Transportation Vehicles. These rules spell out the minimum requirements of the driver. (Activity Trip Small Vehicle Rules have been extracted from the main document)

The small vehicle requirements – At a minimum the vehicle must have a CDE Annual Inspection, carry a 2 ½ pound dry chemical fire extinguisher of a type approved by UL and rated for 1A10BC, three emergency triangle reflectors in a securely mounted case, and a 24 unit first aid kit. At the beginning of each day, prior to transporting students, the vehicle must have a pre-trip inspection. This must be accomplished by either the driver or an authorized district person.

The driver requirements – At a minimum the driver must meet the following requirements to transport students. They must possess a valid operator's license, be 21 years of age, provide an MVR meeting the insurability requirements of the district and/or insurance carrier, medical history (STU 17) with Dr. release for any yes answer, and complete an annual written test. When initially qualifying, the driver must pass a driving performance test. The driver must be able to perform all essential functions of the position.

Proof of these requirements must be kept on file in the transportation department. Each person must have a training outline that lists what training was accomplished, what date, how long did the training last and this should be signed by the instructor and the trainee. The structure of the small vehicle operator file is up to the district; it can be by year with everyone in one file, or by person.

## **TYPES OF TRAINING**

Pre-service training - The activity trip/small vehicle operator shall be provided with a pre-service training program, including training appropriate to type of vehicle to be operated, written test, first aid information, adverse weather information, mountain driving information, and a driving performance test. The small vehicle operator does not have to take the adverse weather or the mountain driving written tests nor are they required to have a current first aid certificate. These are minimum requirements. The district may have additional requirements. Questions have been incorporated into the small vehicle test to cover all areas of the required training.

Re-certification training – The operator must take the CDE Small Vehicle written test annually. Annually, a medical information form (STU 17), and a current, approved, MVR must be submitted prior to authorization to drive students.

### **Pre-Trip**

Training should be provided concerning pre-trip procedures for the type of vehicle to be operated. District procedure for reporting defects should be part of the pre-trip training. The operator of any school transportation vehicle will

report the defects that are observed while the vehicle is assigned to the operator.

## **HOURS OF SERVICE**

The small vehicle operator is required to meet the "Hours of Service" (HOS) rules outlined in 1 CCR 301-26, 4204-R-229.00. It should be documented on the trip form that the operator certifies compliance with the HOS rules.

The district should not require the driver to operate a vehicle if there is any portion of the HOS rules that the operator feels they are not in compliance with. The operator must be able to complete the trip under normal circumstances without violating this rule in order to be authorized to drive the trip.

Duty time is for any and all employers. Some examples of duty time are teaching, coaching, to include practice or games, tutoring students or working for an outside employer. All of this time added together cannot exceed any of the requirements of 229.00.

## **EMERGENCY PROCEDURES**

The small vehicle operator should be trained in emergency procedures and location of emergency equipment should be identified. Evacuation procedures for the type vehicle being driven will be given to the students prior to departing on each trip. This should be documented on the trip form.

## **RAILROAD CROSSINGS**

All small vehicle operators driving a Type A or multi-function bus must stop at all railroad crossings when carrying passengers or empty. Small vehicle operators do not stop at railroad crossings. (1 CCR 301-26, 4204-R-209.00) If it looks like a bus, it must stop.

## **OTHER APPLICABLE RULES**

All small vehicle operators must follow the procedures outlined for Accident or Breakdown procedures. (1 CCR 301-26, 4204-R-210.00)

The small vehicle operator shall not exceed the posted speed limit, and when appropriate, use reasonable judgment to drive at a speed within the existing operating conditions. The small vehicle operator shall observe the 300 foot following distance when traveling in convoy.

**ACTIVITY TRIP SMALL VEHICLE/MULTIFUNCTION BUS OPERATOR  
RULES FOR THE OPERATION OF SCHOOL TRANSPORTATION VEHICLES**

**1 CCR 301-26**

**July 1, 2009**

**4204-R-200.00 Statement of Basis and Purpose**

- 200.01 Colorado law provides for the State Board of Education to adopt and enforce regulations governing the safe operation of school buses used for the transportation of students pursuant to 42-4-1904 and 22-51-108, C.R.S.
- 200.02 The purpose of these amendments is to reflect recommendations from the National School Transportation Specifications and Procedures, Colorado State Patrol's Motor Carrier Safety Regulations, and other input from the School Transportation Unit and school districts/service provider transportation professionals.
- 200.03 Pursuant to 22-32-113, C.R.S., the board of education of a school district is authorized but is not required to furnish student transportation home to school, school to school, school to home, and on school sponsored activities. Public school districts may be subject to federal and state requirements relating to transportation for eligible students with disabilities and students meeting the definition of homeless.
- 200.04 These rules shall become effective July 1, 2009, for all student transportation.

**4204-R-201.00 Applicability of Rules**

- 201.01 These rules and regulations apply to all school transportation vehicle operators (school bus, multifunction bus, and small vehicle) transporting students to and from public school, school to school, or to school related events in vehicles, owned, leased, or rented by the district or under agreement with the district. Refer to The Colorado School Transportation Glossary and Colorado Minimum Standards Governing School Transportation Vehicles, 301-25, for definitions of the different types of school transportation vehicles.
- 201.01 (a) An agreement is payment to a service provider furnishing a scheduled service to students at least once per week.
- 201.02 These rules are not intended to include:
- 201.02 (a) Private motor vehicles used exclusively to carry members of the owner's household; or

- 201.02 (b) Transportation arrangements not authorized by the district including but not limited to; sharing of actual gasoline expense or participation in a car pool; or
- 201.02 (c) The operation of vehicles in emergency situations consistent with policies of the local board of education; or
- 201.02 (d) Student transportation under public transportation programs complying with 49 CFR 390 to 397. [22-51-104(1) (c)]

**4204-R-202.00 School Transportation Vehicle Operator Classifications**

202.01 Route operator: Route operators regularly transport students home to school, school to school and school to home. (Does not pertain to Activity Trip Small Vehicle operator)

202.02 Activity trip operator: Activity trip operators transport students to and from events sanctioned by the school district other than route operation as defined in 202.01.

202.02 (a) Small vehicle and multifunction bus (14 or less passenger capacity) activity trip operators shall meet or exceed the following requirements before transporting students:

- (1) Possess a valid operator's license.
- (2) Be a minimum of 21 years of age.
- (3) Annual motor vehicle record check (refer to 207.02).
- (4) Pre-service operator training for type of vehicle (refer to 207.04).
- (5) Annual CDE small vehicle written test [refer to 207.06(b)].
- (6) Shall meet qualification standards and insurance coverage as adopted by the local board of education/service provider.
- (7) Medical history shall be provided annually on a CDE approved form. Any yes annotations shall require a doctors qualification.
- (8) A driving performance test shall be part of initial certification.
- (9) Documentation of activity trip operator qualifications shall be maintained by the district/service provider.

(10) Training topics, date, and duration shall be documented.

202.02 (b) Activity trip operators of greater than 15 passenger capacity vehicles shall meet or exceed the requirements for route operator (202.01).

#### **4204-R-203.00 Commercial Driver's License (CDL) Endorsement**

(Does not pertain to Activity Trip Small Vehicle operator)

#### **4204-R-204.00 Para-Professionals**

(Does not pertain to Activity Trip Small Vehicle operator)

#### **4204-R-205.00 Physical Standards**

205.01 (Does not pertain to Activity Trip Small Vehicle operator)

205.02 (Does not pertain to Activity Trip Small Vehicle operator)

205.03 (Does not pertain to Activity Trip Small Vehicle operator)

205.04 (Does not pertain to Activity Trip Small Vehicle operator)

205.05 School transportation vehicle operators, para-professionals, and bus assistants are required to be able to perform all essential functions including emergency evacuations when transporting students as determined by district/service provider job description or physical performance test.

205.06 School transportation vehicle operators, who have medical conditions which result in temporary loss of performance abilities as addressed in 205.05, shall provide satisfactory medical proof of restoration of health to the employing school district/service provider.

205.07 The employing school district/service provider has the authority to require at any time a medical evaluation of school transportation vehicle operators for any condition that could impair the operator's ability to operate the vehicle safely, and may take appropriate action on the outcome of such evaluation.

205.08 School transportation vehicle operators requiring vision correction by eyeglasses or contact lenses, shall be required to wear them at all times while operating the school transportation vehicle.

205.09 School transportation vehicle operators requiring hearing correction by a corrective device, shall be required to wear the properly functioning device at all times while operating the school transportation vehicle.

#### **4204-R-206.00 Character Requirements**

206.01 The school transportation vehicle operator character requirements shall be specified by the school district/service provider.

#### **4204-R-207.00 Operator Requirements**

(The following requirements are referenced in section 202.00.)

207.01 (Does not pertain to Activity Trip Small Vehicle operator)

207.02 Prior to operating a school transportation vehicle, and annually thereafter, a copy of the motor vehicle record shall be approved, meeting the requirements of the local board of education/service provider/insurance carrier and placed in the driver qualification file.

207.03 (Does not pertain to Activity Trip Small Vehicle operator)

207.04 The activity trip/small vehicle operator shall be provided with a pre-service training program including training for:

- Type of vehicle
- First aid information
- Adverse weather information
- Mountain driving information
- Driving performance test

207.04 (a) This shall be documented with topics, date, and duration.

207.05 (Does not pertain to Activity Trip Small Vehicle operator)

207.06 The operator shall pass the following appropriate written tests.

207.06 (a) (Does not pertain to Activity Trip Small Vehicle operator)

207.06 (b) Current CDE small vehicle written test during the pre-service training and annually thereafter for small vehicle route or activity trip operator level.

207.06 (c) (Does not pertain to Activity Trip Small Vehicle operator)

207.06 (d) (Does not pertain to Activity Trip Small Vehicle operator)

207.07 (Does not pertain to Activity Trip Small Vehicle operator)

207.08 All training required by section 207.00 shall be documented by the district/service provider.

#### **4204-R-208.00 Student Medical Information**

208.01 Medical and behavioral information as it relates to student transportation must be on file with the transportation department prior to the first day of service. This shall include medical and behavioral plans. [IDEA sec. 300.342(b) (2) and (3)]

*(While transporting on activity trips, this information may be maintained by the activity sponsor on the trip.)*

#### **4204-R-209.00 Railroad Crossings**

209.01 The following rules shall apply to all school/multifunction buses, whether transporting students or not, during the process of approaching, stopping, and crossing of railroad tracks.

209.01 (a) The four-way hazard lamps shall be activated not less than 200 feet from the railroad crossing to alert other motorists of the pending stop for the crossing.

209.01 (b) When stopped, the bus shall be as far to the right of the roadway as possible, and shall not form two lanes of traffic unless the highway is marked for four or more lanes of traffic.

209.01 (c) The bus shall be stopped within 50 feet but not less than 15 feet from the nearest rail.

209.01 (d) A prearranged signal shall be used to alert students to be quiet aboard the bus when approaching and stopped at railroad tracks. Turn off all noise making equipment (fans, heaters, radio, etc).

209.01 (e) After quietness aboard the stopped bus has been achieved, open the service door and operator window, listen and look in both directions along the track(s) for any approaching train(s) and for signals indicating the approach of a train.

209.01 (f) If the tracks are clear, the service door shall be closed prior to placing the bus in motion, the bus may then proceed in a gear low enough to permit crossing the tracks without having to shift gears. Hazard lamps shall be turned off after the bus has cleared the tracks.

209.01 (g) When two or more tracks are to be crossed, do not stop a second time unless the bus is completely clear of the first crossing and has at least fifteen (15) feet clearance in front and at least fifteen (15) feet clearance to the rear.



209.01 (h) Before crossing the tracks, ensure there is adequate clearance on the other side of the tracks and train right-of-way for the entire length of the bus plus 15 feet in case the bus must stop.

209.02 Buses are not required to stop at crossings controlled by an "exempt crossing" sign or at crossings controlled by a red, amber, green traffic control signal when it is in the green position, or when crossing is controlled by police officer or human flag person.

#### **4204-R-210.00 Accident/Breakdown Procedures**

210.01 The following procedures shall be observed in the case of an accident involving a school transportation vehicle.

210.01 (a) Stop the vehicle immediately.

210.01 (b) Remain at the scene of the accident. If the accident occurred on the traveled portion, median or ramp of a divided highway and each vehicle can be safely moved, move the vehicles to a nearby safe location. [42-4-1602(2), C.R.S.]

210.01 (c) Make certain all students are in a safe place. If it is determined that it is unsafe to keep students inside the school transportation vehicle, evacuate the students to a safe place, away from traffic.

210.01 (d) Render any person injured in the accident reasonable assistance.

210.01 (e) When a school transportation vehicle is involved in a traffic accident, three emergency reflectors shall be set to warn traffic to the distances as specified in 42-4-230, C.R.S.

210.01 (f) Notify the proper law enforcement authority and school administrator/service provider immediately. Request emergency medical assistance as necessary. On accident alert days, follow the reporting procedures prescribed by the local law enforcement agency.

210.01 (g) Information such as names, license numbers, registration numbers, location, time, and road and weather conditions should be obtained and accurately written down.

210.01 (h) Provisions shall be made for transporting students to their homes or school.

210.01 (i) If the accident results in injury requiring treatment away from the scene; death; or the total property damage for the accident equals or exceeds \$2,500, the STU-5 form

shall be completed and sent to the CDE within 20 business days.

210.02 When a school transportation vehicle operator approaches the scene of an accident in which the school transportation vehicle is not involved, the operator should determine the necessity of being of assistance, provide reasonable assistance, and thereafter immediately continue on the routine schedule.

210.03 The following procedures shall be observed, in the case of a school transportation vehicle breakdown:

210.03 (a) Make certain all students are in a safe place. If it is determined that it is unsafe to keep students inside the school transportation vehicle, then evacuate the students to a safe place, away from traffic.

210.03 (b) When a school transportation vehicle is broken down, three emergency reflectors shall be set to warn traffic to the distances as specified in 42-4-230, C.R.S.

210.03 (c) Notify the school district administrator/service provider (give location, type of breakdown, etc.).

210.03 (d) Provisions shall be made for transporting students to their homes or school.

#### **4204-R-211.00 Speed Limits**

211.01 The maximum school transportation vehicle speed limit shall be as posted and in compliance with the laws and ordinances of the jurisdiction in which the school transportation vehicle is being operated; however, speed should be governed by reasonable judgment and existing operating conditions.

#### **4204-R-212.00 Convoy Distance**

212.01 A school transportation vehicle shall not follow another convoy vehicle within 300 feet when traveling outside the corporate limit of a town or city. This is not intended to prevent a school transportation vehicle from passing another motor vehicle.

#### **4204-R-213.00 Substitute Assignment**

213.01 A school transportation vehicle operator shall not have the authority to assign a substitute operator without the prior approval of the district/service provider.

#### **4204-R-214.00 Pre-trip Vehicle Inspection**

- 214.01 Each school transportation vehicle shall have a daily pre-trip inspection performed and documented by the school transportation vehicle operator, or a district/service provider authorized transportation employee, prior to the vehicle being placed in service. The pre-trip inspection requirements shall include as a minimum: lights (inside and outside), mirrors, emergency equipment, wheels, tires, wipers, horn, exhaust system, student seating secured and in safe condition, and brake system checks:
- Hydraulic - pump and hold check
  - Park brake and service brake on both air and hydraulic systems

Additional inspection items may be determined by the district/service provider.

#### **4204-R-215.00 Repairs and Maintenance**

- 215.01 The district/service provider shall have a system to document defects reported and necessary repairs completed.
- 215.02 All repairs and regular maintenance shall be documented utilizing a district/service provider designed system within a separate file for each vehicle.

#### **4204-R-216.00 Emergency Evacuation Drills**

- 216.01 (Does not pertain to Activity Trip Small Vehicle operator)
- 216.02 Students on activity trips shall receive emergency evacuation instruction prior to departure.
- 216.03 Records shall be maintained documenting that the required evacuation drills were conducted or evacuation instruction was given.

#### **4204-R-217.00 Strobe Lamps**

- 217.01 When a school transportation vehicle is equipped with a roof mounted strobe lamp, the use of the strobe lamp is permitted only when the vehicle presents a hazard to other motorists such as loading or unloading students in inclement weather or to enhance visibility of the vehicle when barriers inhibit such visibility.
- 217.02 A school transportation vehicle operator may use the strobe, in addition to the hazard lamps, to warn other motorists that the vehicle is not in motion or is being operated at a speed of twenty-five miles per hour or less.

4204-R-218.00 Use of Tobacco Products, Controlled Substances, or Alcohol

218.01 Use of tobacco products, controlled substances, or alcohol aboard any school transportation vehicle shall be prohibited at all times.

**4204-R-219.00 Food or Drink**

219.01 The school transportation vehicle operator shall not consume food or drink unless the vehicle is stopped at a safe location with the park/emergency brake set.

**4204-R-220.00 Backing**

220.01 The school transportation vehicle operator shall use extreme caution when backing. Before backing on roadway or school grounds, the horn or audible warning device shall be sounded and hazard lamps actuated.

**4204-R-221.00 Towing**

221.01 School transportation vehicles shall not be operated with a trailer or other vehicle attached while **st**udents are being transported.

221.01 (a) Exemption: district Vo-Ag program small vehicles meeting the current CDE towing criteria may tow trailers to the extent that trailering is a necessary component of their Vo-Ag program.

**4204-R-222.00 Authorized Passengers**

222.01 No one except school personnel and students regularly assigned to a school transportation vehicle for a particular route and schedule may ride in such vehicle, unless he or she has received prior authorization from the appropriate district/service provider administrator or designee.

**4204-R-223.00 Transportation of Unsafe Items**

223.01 School transportation vehicles shall not transport any items, materials, or equipment which in any way would endanger the lives, health, or safety of the students and school transportation vehicle operator. In addition, any item or items, which could break or produce injury if tossed about inside of the school transportation vehicle shall be properly stored or secured to reduce the danger to a minimum. In addition, the school transportation vehicle operator shall make a reasonable and prudent determination that all carry on items are properly handled in order to minimize the danger to all others.

223.02 All aisles and exits shall be clear of luggage and/or equipment when transporting students.

#### **4204-R-224.00 Route Planning**

224.01 (Does not pertain to Activity Trip Small Vehicle operator)

#### **4204-R-225.00 Standees**

225.01 Students shall not be permitted to stand in any school transportation vehicle while the vehicle is in motion. This does not preclude authorized persons (such as paraprofessionals) from completing their duties as required.

#### **4204-R-226.00 Vehicle Capacity**

226.01 The number of passengers transported on any school transportation vehicle shall not exceed the vehicle passenger seating capacity. Small vehicle capacity shall not exceed the number of safety belts as designed by the vehicle manufacturer.

#### **4204-R-227.00 Safety Belts**

227.01 A school transportation vehicle operator shall have the safety belt fastened, worn correctly, and properly adjusted whenever the school transportation vehicle is in motion.

227.02 Students in a small vehicle shall have their safety belts fastened, worn correctly, and properly adjusted prior to the small vehicle being put in motion.

#### **4204-R-228.00 Fueling**

228.01 School transportation vehicles 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.

#### **4204-R-229.00 Hours of Service for School Transportation Vehicle Operators**

229.01 The school transportation vehicle operator, including small vehicle operators, shall not drive nor shall the school district/service provider permit or require an operator to drive:

229.01 (a) In excess of 10 hours or after being on-duty 14 hours until completing 10 hours off duty. This would include on-duty time for all employers. Ten hours off duty may be consecutive or accumulated in two or more periods of off duty time with one period having a minimum of 6 consecutive hours off duty.

229.01 (b) After being on-duty for more than 70 hours in any seven consecutive days.

229.02 A school district/service provider may comply with part 395 of the Federal Motor Carrier Safety Regulations (FMCSR) in place of this section.

229.03 Definitions:

229.03 (a) Adverse driving conditions - In case of emergency, an operator may complete the trip without being in violation if such trip reasonably could have been completed absent the emergency.

229.03 (b) Day - Means any 24-consecutive hour period beginning at the time designated by the school district/service provider.

229.03 (c) On-duty time - Includes all time worked for any and all employers, including all driving and non-driving duties.

229.03 (d) Off-duty time - School transportation vehicle operators may consider waiting time at special events, meal stops, or activity trips as off-duty if the following criteria is met: (compensated waiting time does not necessitate on-duty time)

(1) The operator shall be relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and students, and

(2) The operator shall be at liberty to pursue activities of his/her choice including leaving the premises on which the bus is located.

229.04 All school transportation vehicle operators shall document that they are in compliance with this section, hours of service.

229.04 (a) An operator's daily log, or equivalent, shall be completed for the trip in the operator's own handwriting, when the trip requires a scheduled or unscheduled overnight stay away from the work reporting location.

229.05 The school transportation vehicle operator shall not transport students, nor shall the school district/service provider require the operator to transport students, while the operator's ability or alertness is so impaired, through fatigue, illness or any other cause, as to make it unsafe for the operator to transport students.

#### **4204-R-230.00 School Buses Operated on Mountainous Terrain**

230.01 (Does not pertain to Activity Trip Small Vehicle operator)

**4204-R-231.00 Substance Abuse Testing**

231.01 (Does not pertain to Activity Trip Small Vehicle operator)

**4204-R-232.00 Cell Phones/Two-Way Radios**

232.01 School districts/service providers shall have a procedure to govern the use of cell phones and two-way radios by school transportation vehicle operators. This procedure shall include limiting the use of these devices while the vehicle is in motion and restricting the use of personal cell phones.

**4204-R-233.00 Service Door**

233.01 (Does not pertain to Activity Trip Small Vehicle operator)

**4204-R-234.00 Headlight Operation**

234.01 The school transportation vehicle's headlights or daytime running headlights shall be activated while the vehicle is in motion.

**4204-R-235.00 School District Rules**

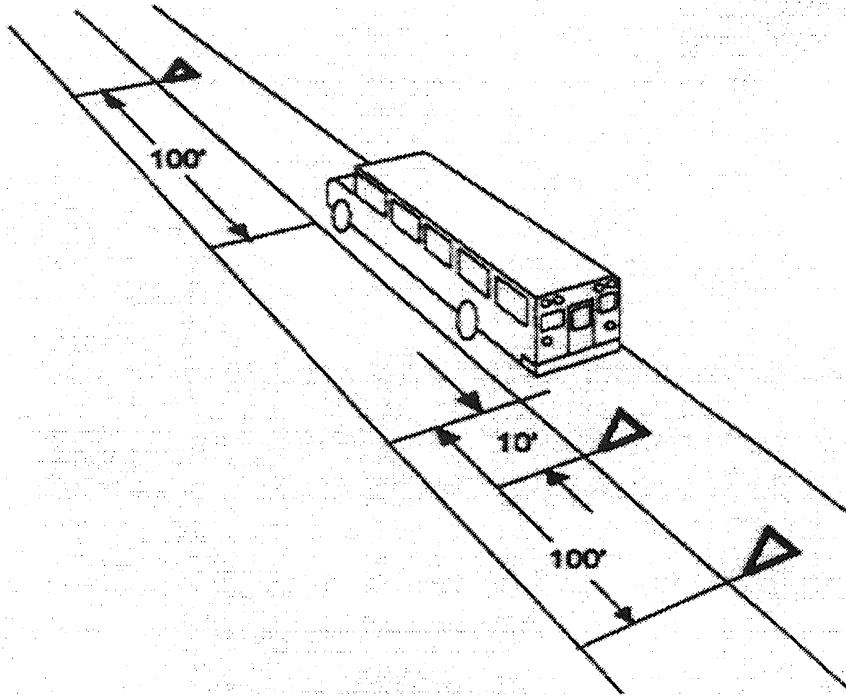
235.01 These rules shall not preclude a school district/service provider from establishing a more rigid standard or policy when deemed necessary by the local board of education/service provider.

## PROPER TRIANGLE PLACEMENT

When you pull off the road and stop, activate the 4-way hazard lamps. Taillights may not provide adequate warning to motorists. Drivers have crashed into the rear of a parked vehicle because they thought it was moving normally.

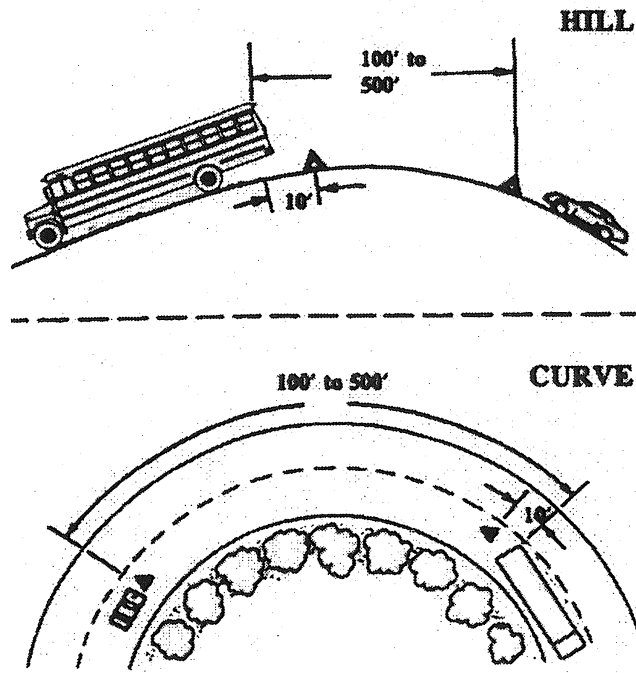
If you must stop on a road or shoulder of a road, set your emergency reflective triangles within 10 minutes. Placement should be at the following locations:

- On the traffic side of the vehicle, within 10 feet from the front or rear corners to mark the location of the vehicle.
- About 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you are stopped in. (See figure below).



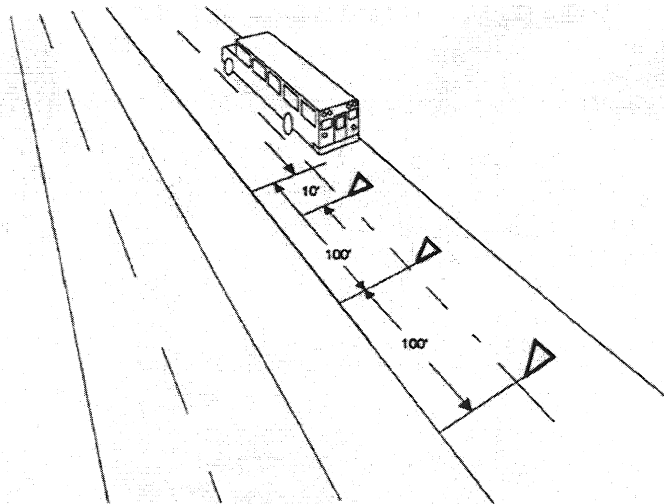
Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet. (See figure below).





**Reminder: If the line of sight is obstructed due to a hill or curve, move the rearmost triangle to a point giving adequate warning.**

If you must stop on or by a one-way or divided highway, place warning devices 10 feet, 100 feet, and 200 feet toward the approaching traffic. (See figure below).



When placing the triangles, hold an assembled triangle toward the oncoming traffic. This enhances safety by increasing visibility to other drivers (especially at night).

When the triangles are unfolded for use, the weighted base must be turned so it makes a cross with the bottom of the triangle to keep the triangle from tipping over.

# FIRST AID INFORMATION FOR SMALL VEHICLE AND MULTIFUNCTION BUS OPERATORS

(July, 2009)

Here is useful information in the event of a medical emergency. Remember these general guidelines:

**Be Prepared.** Ensure your vehicle has the required first aid kit and it is complete.

**Be Calm.** Children will react to your anxiety, which can make the situation worse. Reassure your victim that you can help.

**Be Smart.** Remember that first aid is not a substitute for medical care. Call Emergency Medical Services (EMS) or dial 911 immediately for any serious injury. Notify appropriate school administrator for any injury.

## Good Samaritan Law

This law, CRS 13-21-108, was enacted to protect those “who in good faith renders emergency care or emergency assistance.” To be protected under this law, a person must not, or expect to be, compensated for services rendered or go beyond your scope of training.

- Ask a conscious victim if you may assist them.
- Use common sense and a reasonable level of skill, not to exceed the scope of the individual’s training in emergency situations.

## Recognizing an Emergency

The most noticeable indicators of an emergency are abnormal sights, odors, noises, and personal appearances or behaviors. An emergency or serious illness may be difficult to recognize. If you suspect that something may be wrong, check the injured or ill person.

## Universal Precautions

Many people are afraid to act in an emergency. They may be concerned they may contract a disease from the injured party. Take steps to minimize the risk of disease transmission. The risk of contracting a disease by administering first aid is very low.

**Following basic guidelines can help reduce disease transmission when providing first aid:**

- Be prepared by having a first aid kit handy and stocked with protective equipment and supplies.
- Before providing care, use protective barriers, such as eye protection, non-latex disposable gloves or a clean dry cloth, between the victim’s body fluids and yourself.

- Avoid contact with body fluids when possible.
- Cover any cuts, sores, scrapes and skin conditions you may have.
- Do not eat, drink or touch your mouth, nose or eyes when giving first aid.
- Do not touch objects that may be soiled with blood or body fluids.
- Wash your hands with soap and water as soon as possible after providing care to a victim.

## **ALLERGIC REACTIONS**

Severe allergic reactions can create a condition known as anaphylactic shock or anaphylaxis. This condition can cause death quickly if not treated immediately. Allergic reactions generally occur quickly, often within seconds or minutes after contact with the allergen.

### **Signals of an allergic reaction include:**

- Red, swollen skin.
- Hives, itching or rash.
- Nausea, vomiting, weakness or stomach cramps.
- Dizziness.
- Trouble breathing, including coughing and wheezing.
- Tingling sensation in mouth or throat – feels like throat is closing
- Low blood pressure.
- Shock.
- Feeling of apprehension
- Swollen tongue or face.

### **Care:**

- Ask if person has allergies and have they been exposed.
- Check the person's airway, breathing and circulation.
- Call 911 if they have trouble breathing or throat is closing.
- Help the person get into a position that is comfortable for breathing.
- Keep them calm.
- Look for a medical ID bracelet.
- If student has an Epi-Pen – assist student with injection into their outer thigh.
- If an Epi-Pen is administered, call 911 and provide pen to emergency responders.

## **ASTHMA / INHALERS**

Asthma may require the use of a bronchodilator (inhaler). Colorado State Statute allows students to carry inhalers and Epi-Pens on the school vehicle.

### **Signals of an asthma attack include:**

**Mild:** Fatigue, cough, paleness, restlessness

**Moderate:** Cough, irritability, shortness of breath, increased respiratory rate, audible wheezing.

**Severe:** Nasal flaring, blue color around mouth and nail beds, extreme breathing difficulty.

### **Care:**

- Help the person sit up.
- Check the expiration date on the inhaler.
- Read and follow any instructions printed on the inhaler.
- Shake the inhaler.
- Remove the cover.
- Have the person place his/her lips tightly around the mouthpiece.
- As the person breathes in slowly, administer the medication by quickly pressing down on the inhaler canister.
- The person should continue to take a full, deep breath and hold it for 10 seconds.

## **CHOKING**

Choking occurs when a foreign object becomes lodged in the throat or windpipe, blocking the flow of air. Choking cuts off oxygen to the brain, administer first aid as soon as possible. If victim is coughing, encourage them to keep coughing. Stay with victim and monitor their progress.

The universal sign for choking is hands clutched to the throat. If the person doesn't give the signal, look for these indications:

- Inability to talk.
- Difficulty breathing or noisy breathing.
- Inability to cough forcefully.
- Skin, lips or nails turn bluish.
- Loss of consciousness.

### **Care:**

- Perform abdominal thrusts until the blockage is dislodged.
- If you are the only rescuer, perform back blows and abdominal thrusts before calling 911.

## **CUTS AND SCRAPES**

- Apply pressure to the cut with clean gauze or towel to control bleeding.
- If dressing becomes saturated, add more gauze and press firmly.
- DO NOT remove any dressing.
- If cut is serious, get medical attention.
- If there is a puncture wound, DO NOT remove the object. Call 911.
- Cover with an adhesive bandage if the cut is in an area that can become dirty easily.

## **DIABETES**

Diabetic emergencies are caused by either too much or too little sugar in the victim's blood. Diabetics usually carry some form of sugar or glucose tablets to take in the event of a diabetic emergency.

### **Signals of a diabetic emergency include:**

- Changes in level of consciousness
- Change in behavior
- Rapid breathing or pulse
- Feeling and looking ill

**Mild:** Hunger, shaky, sweaty, fast pulse and respiration.

**Moderate:** Headache, dizziness, impaired vision, confusion, drowsiness.

**Severe:** Loss of consciousness, seizures.

### **Conscious Care:**

- If student is alert, escort into school/home
- Given them some type of sugar, preferably in liquid form.
- Fruit juices or non-diet sodas can be used as well as sugar dissolved in water.
- Honey sticks or small tubes of frosting work well and are easy to transport.
- Place honey or frosting between the lip and the gums and rub in.
- Call 911 if necessary.

### **Unconscious Care:**

- Call 911 if the person is unconscious or semi-conscious.
- Verify airway is clear.
- Check breathing.
- Monitor signs of life until help arrives.

## **HEAT EMERGENCIES**

Heat related emergencies can range from mild – heat cramps, to life-threatening – heat stroke. You must recognize and give first aid. A victim with mild signs can get worse quickly and develop potentially life-threatening problems, such as heatstroke. Children are especially sensitive to extreme temperatures.

**Heat related emergencies include:**

### **Heat Exhaustion**

- Muscle cramps
- Sweating
- Headache
- Nausea
- Weakness
- Dizziness
- Thirst

### **CARE**

- Cool the victim with wet towels, water spray and fanning
- Move victim to a cool, shady area
- Give cool liquids immediately

### **Heat Stroke**

- Vomiting
- Fever (over 106°)
- Hot, red, dry skin
- May stop sweating
- Seizures or no response
- Loss of consciousness
- Rapid, weak pulse
- Rapid, shallow breathing
- Not able to drink

### **CARE**

- Call 911
- Move victim to a cool, shady area
- Loosen or remove clothing
- Cool the victim with wet towels, water spray and fanning
- If conscious – give small amounts of cool water

## **NOSE BLEED**

- Have victim sit upright and slightly forward.
- Hold firm pressure below the bony part of the nose for 10 minutes.

## **SEIZURES**

### **GRAND MAL**

- Eyes roll upward
- Loss of consciousness
- Jerking movements of extremities
- Vomiting
- Soiling may occur
- Interrupted/Starring

### **CARE**

- Stay calm
- Do not restrain convulsive movements
- Protect victim from harmful surroundings
- DO NOT put anything in victims mouth
- Observe length and time of seizure.
- Turn victims face to side to prevent choking
- Notify emergency contact person.
- Let student rest for 15-30 minutes.

## **SHOCK**

Shock is a physical state of the body. Shock can result from a severe injury, an illness or infection. Symptoms are the result of the body trying to save oxygen for the most vital body parts, including the heart and brain.

### **Symptoms Include:**

- Disorientation
- Confusion
- Loss of consciousness
- Clammy, pale skin

### **Care:**

- Have the victim lie down with their legs elevated 10 to 12 inches.
- If victim has no back or neck injuries and is unconscious, turn them on their side to keep their airway open.
- Do not give the victim fluids.
- Keep them comfortable.

# **MOUNTAIN DRIVING INFORMATION FOR SMALL VEHICLE AND MULTIFUNCTION BUS OPERATORS**

(July, 2009)

Mountain driving presents unique problems and situations that require greater attention to the same driving skills and expertise expected of all operators of school buses and small vehicles. Steep grades, winding roads, blind curves, falling rocks, wildlife, and unpredictable weather can present great potential risk and serious consequences. Other hazards include high winds, sightseeing motorists and bicyclists. The margin for error is reduced and minor mistakes can develop into major problems. Mountain driving requires a high level of concentration and a respect for the terrain.

- Be alert and well rested. Do a personal fitness check. Be aware of your own limitations.
- Inquire about weather and road conditions prior to departure but be aware of sudden weather changes.
- Ensure that the vehicle used is in safe mechanical condition and has all the needed equipment by performing a complete pre-trip inspection prior to departure.

Increase the following distance in inclement weather to accommodate limited visibility and expanded stopping distance.

## **MAINTAINING CONTROL**

The driver must keep the vehicle under control by maintaining a safe road speed (at or below the posted limit). Drivers should maintain control of the vehicle by primarily using the transmission (gearing down) and then using the service brakes.

## **SPEED CONTROL**

**Maintaining Vehicle Control with the Transmission and Engine** - Engine compression is the first source of braking power. Before coming down a long steep grade, select a gear low enough to maintain a safe speed with engine compression, while minimizing brake use. This is especially important with a standard transmission. You should be aware that an automatic transmission may up-shift even when manually placed in a lower gear if the engine reaches maximum RPM's. If RPM's are too high, it may not be possible to downshift a standard transmission.

**Maintaining Vehicle Control With the Brakes** - In mountain driving, the force of gravity plays a major role. Gravity will tend to make the vehicle speed up when going down steep grades. The speed of the vehicle must be low enough to prevent brake overuse and avoid overheating.

Brake shoes and pads are designed to push against the brake drum and rotors to slow the vehicle. This action creates friction, which produces heat. While brakes are designed to take a lot of heat they can fail from excessive heat caused by attempting to slow down from too high a speed, too many times, or too quickly.



Brake "fade" (less stopping power) occurs when heat build-up causes the brake lining to glaze or deteriorate at high temperatures. This decreases the effectiveness of the brakes, and in extreme cases, will no longer slow the vehicle. Never exceed a safe controlled speed. The most effective braking method is to firmly apply the brakes to 5 mph below your safe speed, release the brake and allow the vehicle speed to increase. Repeat as needed when vehicle exceeds safe speed.

**Effect of Speed on Stopping Distance** - Whenever speed is doubled, it takes an average of four times as much distance to stop and the vehicle has four times the destructive power if it crashes.

**Effect of Vehicle Weight on Stopping Distance** - The heavier the vehicle, the more work the brakes must do to stop it and the more heat they generate.

## **CURVES**

**Speed and Curves** – Set the vehicle to a safe speed before entering a curve. Never exceed the posted speed limit. Since the posted speed limit is designed for a standard vehicle, road conditions and the weight of your vehicle will determine your safe speed which may be below what is posted. Only accelerate after passing the middle of a curve. Gravity can produce this slight acceleration on downhill curves. Braking in a curve may result in reduced vehicle control.

**Lane Position In Curves** - Stay centered in the lane to keep a safe clearance on all sides of the vehicle. Watching your and other vehicles lane position will help avoid collisions. Hugging either side reduces margin for error or space needed to avoid hazards such as rocks, soft shoulders, other vehicles, animals, bicyclists or other obstructions.

## **BACKING**

Avoid backing unless there is no other safe alternative. When vehicles meet on a road that is not wide enough for both vehicles to pass safely, the vehicle going downhill must yield the right-of-way by backing up to a wider place or stopping to leave adequate space.

## **EMERGENCIES**

As you drive, always expect the unexpected. In cases of emergencies, always look for areas that can be used to safely slow or stop your vehicle. Sideswiping hillsides, rocks, small trees, or guardrails may be a safer alternative to avoid more serious consequences. Utilize emergency escape ramps or lanes, if available. Hitting wildlife may also be safer than swerving and losing control of your vehicle. Use your best judgment when making decisions in emergency situations.

## **OTHER CONSIDERATIONS IN MOUNTAIN DRIVING**

**Passenger Well-Being** - When planning a mountain trip, think about your passengers.

- Breaks should be taken as needed where safe pullout areas can be found.
- Motion/car sickness - Have the passenger sit up front with one or more windows open for fresh air. You may need to adjust your driving to accommodate the needs of your passengers.
- Altitude Sickness - Even passengers that live in high altitude areas may suffer from altitude sickness. Make sure they drink fluids, relax and get to a lower altitude as soon as possible.

**Bicycles** - Bicyclists on the road have the same rights and responsibilities as motor vehicles. Pass only when necessary and only when it can be done in a safe manner. State law requires a three foot separation between bicycles and vehicles on the roadways. It is permitted for vehicles to cross the double yellow line to provide this cushion of safety. Be aware at higher speeds, the tail wind created by vehicles can affect the bicyclist.

**Other Motorists** – Many motorists are uncomfortable on mountain roads due to fear and may crowd the center of the road. Sightseeing motorists may drift to either side of the roadway or stop abruptly. Be aware of pedestrian traffic in unexpected locations on or off the roadway.

**Self Preservation** - When driving long distances, you may experience fatigue, illness or minor aches and pains. Safe driving involves smart driving. Pay attention to your body and take measures to remain alert and prevent muscle soreness. The only remedy for fatigue is sleep. Always use your best judgment. Pull over and stop anytime you cannot drive safely.

# ADVERSE DRIVING CONDITIONS INFORMATION FOR SMALL VEHICLE / MULTIFUNCTION BUS OPERATORS

(July, 2009)

There are some general procedures for driving in adverse weather. Before Driving:

1. Check the weather report.
2. Check road conditions prior to departure.
3. When planning your route, consider alternate routes. Be aware of options for safe pullout/stop areas in extreme weather conditions or emergencies.
4. Conduct a thorough pre-trip inspection of the vehicle you will be driving.

**Pre-Trip** - During inclement conditions, a thorough pre-trip inspection is crucial. Pay special attention to items such as windshield wipers and fluid levels, suspension, tire conditions, defrosters and lights. Also, double check that you have the necessary safety equipment inside the vehicle including an ice scraper, sunglasses/hat, gloves, first aid kit, emergency triangles and an emergency contact list with a communication device (i.e. two-way radio or cell phone).

**Speed Control** - Driving in inclement weather, it is important to slow the vehicle gradually, avoid aggressive braking or steering and increase following and scanning distance.

**Slippery Surfaces** - You cannot steer or brake a vehicle unless you have traction. There are some road conditions that reduce traction and require lower speeds. It will take longer to stop and be harder to turn without skidding when the road is slippery. Wet roads can double stopping distance. Reducing speed to accommodate surface conditions is advised.

**Identifying Slippery Surfaces** - It may be hard to know if the road is slippery. Some common slippery surfaces can be:

- **Shaded Areas** - Shady parts of the roads may remain icy and slippery long after open areas have melted and dried.
- **Bridges** - When the temperature drops, bridges freeze before the road does. Be especially careful when the temperature is close to freezing (32° F).
- **Melting Snow & Ice** - Roads are most hazardous when snow or ice begins to melt. Be extra cautious of packed snow or icy roads when the outside temperature is near the melting/freezing point (32° F).
- **Black ice** - When the temperature is below freezing and the road appears wet, it could be black ice. This is a thin layer of transparent ice that can be found anywhere. Especially prone to this are high-traffic intersections and windswept areas.

- **Hail** – While similar to ice, hail provides a unique set of hazardous circumstances. Hail on roadways can produce an extremely slippery and uneven road surface.
- **Rain** – When it starts to rain, the water mixes with oil and other road grime. This makes the road very slippery. Standing water on the roadway may lead to additional challenges such as hydroplaning.
- **Mud/Mudslides** – Wet, non-paved roads or paved roads where excessive mud is present can be slippery and may be virtually impassable.
- **Other** – Anti-icing and De-Icing materials used on roadways (i.e. gravel, magnesium chloride and salt) are intended to improve traction. However, in some instances they can decrease traction.
- **Hydroplaning** - When water or slush collects on the road, the vehicle can hydroplane. This occurs when tires lose contact with the road and have little or no traction. You may not be able to steer or brake. Control can be regained by releasing the accelerator (and depressing the clutch pedal with a standard transmission). If hydroplaning, do not use the brakes to slow down.

It does not take a lot of water or high speeds to cause hydroplaning. Excessive speeds in wet road conditions may lead to hydroplaning. Hydroplaning is more likely to occur if tire pressure is low or the tread is worn. Be especially careful driving through puddles. The water is often deep enough to cause hydroplaning.

- **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. During excessively wet conditions or after passing through standing water, it may be necessary to apply the brakes slightly for a short distance to dry them out and restore normal braking.

Never attempt to drive in flowing water as the depth and force of current is unknown. Dangers may not be visible. There may be debris, downed power lines or the road may be washed out.

- **Snow** - There are different types of snow that provide different levels of traction. The most traction comes from dry granular or very cold snow. Packed snow may provide better traction than freshly fallen snow. As variations in temperatures occur at or near the freezing/melting point (32°F), vehicles will have the least amount of traction. This presents the most dangerous road conditions of ice on snow or snow on ice.

**Magnesium Chloride** - Used as a de-icer on the highways in the winter. It will coat lights and windows, causing visibility problems. Wash the vehicle soon as practicable, including the underside to prevent corrosion of parts. It may irritate the skin and eyes in some people. When this occurs, wash the affected area with mild soap and water.

**Storms** – Sudden storms can produce heavy rains, hail, flash flooding and lightning. If in a severe storm in these conditions, especially lightning, you are safest in your vehicle. Avoid touching metal objects or pulling over in high-risk areas (canyons, near power lines or tall trees).

**Reduced Visibility** – Motorists can expect to experience any and all of the following driving hazards that may result in reduced visibility. Drive at a speed that allows you to stop within a distance you can see.

- Fog
- Sun
- Dust
- Rain
- Snow
- Debris
- Smoke
- Hail/Graupel
- Darkness
- Light variations
- Vegetation
- Terrain

**Additional Hints and reminders:**

- Check road conditions prior to departure.
- Road shoulders are softer and may provide better traction than a slick roadway. However, the weight of some vehicles may cause these areas to give way. Plow blades typically overshoot the road shoulder leaving a “false shoulder” of snow with little foundation for vehicle support.
- Speed should be conservative when conditions are less than perfect. Maintain a speed that allows you to stop quickly in the event of the unexpected.
- Know your limits and your vehicle’s limits. Pull off to a safe location rather than continuing in adverse and unsafe conditions.
- Test traction conditions and braking ability before an emergency presents itself. Do this in a safe location and when no other traffic or hazards are present.
- Excessive heat may cause the asphalt to soften or become slippery.



# MEDICAL INFORMATION

## ACTIVITY TRIP/SMALL VEHICLE OPERATORS

OPERATORS NAME	WORK PHONE (    )	BIRTH DATE	STATUS <input type="checkbox"/> New Operator <input type="checkbox"/> Re-Certification
SCHOOL OR DEPARTMENT	SCHOOL CONTACT PHONE (    )	SCHOOL CONTACT NAME	

**DO YOU CURRENTLY HAVE ANY OF THESE CONDITIONS?**

	YES	NO			YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head/brain injuries or disorders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or elevated blood sugar controlled by:
							<input type="checkbox"/> diet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seizures, epilepsy <input type="checkbox"/> Medication _____				<input type="checkbox"/> pills
							<input type="checkbox"/> insulin
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eye disorders or impaired vision including corrective lenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or psychiatric disorders, e.g., severe depression
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ear disorders, loss of hearing or balance including hearing correction device				<input type="checkbox"/> Medication _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart disease or heart attack, other cardiovascular condition <input type="checkbox"/> Medication _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loss or altered consciousness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart surgery (valve replacement, bypass, angioplasty, pacemaker)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fainting, dizziness
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure (DOT standards) <input type="checkbox"/> Medication _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stroke or paralysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chronic low back pain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lung disease, emphysema, asthma, chronic bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular, frequent alcohol use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Narcotic or habit forming drug use
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Severe digestive problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other conditions that could affect driving ability: _____ _____

For any Yes answer, indicate onset date, diagnosis, and any current limitation. List any medications (including over-the-counter medications) used regularly. A Yes answer shall require a doctor's release to drive a district vehicle.

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I certify that the above information was provided voluntarily and is complete and true. I understand that failure to accurately complete this form will exclude me from driving a district vehicle while transporting students.

Operator Signature \_\_\_\_\_ Date \_\_\_\_\_

Transportation Official \_\_\_\_\_ Title \_\_\_\_\_

District Name \_\_\_\_\_





## SVO DRIVING PERFORMANCE TEST (district name)

OPERATOR NAME \_\_\_\_\_ DATE \_\_\_\_\_ EXAMINER \_\_\_\_\_

This Driving Performance Test is designed to give the operator feedback as to how they are doing as a small vehicle operator. This feedback will assist them in improving their driving skills for the safety of the students.

Subject	Excellent	Satis- factory	Needs Improv.	Subject	Excellent	Satis- factory	Needs Improv.
<b>Pre-trip Inspection</b> (complete, orderly, mirror adjustment))				<b>Lane Position</b> (properly centered, drifts, wanders)			
<b>Accelerating</b> (smooth, too slow, too fast, other)				<b>Looking</b> (in mirrors, checking blind spots)			
<b>Anticipates</b> (traffic light changes, objects of danger, actions of others)				<b>Passing</b> (checks mirrors, signals, check blind spot, smoothness, adjust speed)			
<b>Backing</b> (mirror usage, clearance, controlled, audible warning)				<b>Railroad Crossings</b> (hazards, inside quiet, door and window open, distance)			
<b>Braking</b> (too soon, too late, too hard, too easy, smooth, retarder use)				<b>Reading the Road Ahead</b> (12 second rule)			
<b>Courteous to Other Roadway Users</b>				<b>Signaling</b> (no signal, too early, too late)			
<b>Entering and Leaving Freeway</b> (signals, checks traffic, smooth lane changes, proper speed)				<b>Speed</b> (adjust to conditions, too fast, impedes traffic)			
<b>Following Distance</b>				<b>Stopping</b> (at stop line, complete stop, too close to vehicle in front, hesitant)			
<b>Hand Placement on Steering Wheel</b> (hand position, thumbs-up, turning)				<b>Turns</b> (over steer, under steer, turn too soon, too late or too wide, turns from and into proper lane)			
<b>Identification</b> (traffic signs & signals, intersections, other highway users, critical objects)				<b>Lane Changes</b> (checks mirrors, signals, check blind spot, smoothness, adjust speed)			

Any items marked Needs Improvement must have corrective action taken quickly and documented on reverse.

**Examiner Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***TO BE COMPLETED BY OPERATOR***

The findings of this performance test as listed on this form have been discussed with me.  
I agree with the findings of this performance test as listed.  
Any disagreements are listed below or are attached.

Operator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Examiner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Operator's Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Action Taken** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_