

TRANSPORTER TRAINING SYLLABUS

Name: _____ **Start Date:** _____

Classes may vary, but are typically 6:00 a.m. to 5:00 p.m. with 30 min. lunches unless you are driving a route. We will let you know when the schedule changes. All cell phones must be turned off during training.

DAY ONE

1. Date: _____
Time: _____
Trainer: _____
Driver: _____

CLASSROOM TRAINING: Tour of transportation facility & parking. Letter of Commitment, Stand down Waiver Preview, Sole Employer form, and receive Employee Handbook. Get to know each other. Explain training Syllabus and Safety in the Work Place. Discuss 1st Report of Injury and Pinnacol form. Check CDL for proper class and endorsements (.5 hour)

2. Date: _____
Time: _____
Trainer: _____
Driver: _____

REFERENCE MANUAL: See rule in reference manual that specifies driver's license (CDE requirements, Section 202.01), DOT card, First Aid and CPR Card (upon receipt) are in their possession at all times when driving for District 49. Hand out open book quiz. (1 hours)

3. Date: _____
Time: _____
Payroll: _____
Driver: _____

PAYROLL PROCEDURES: Time sheets, benefits, call-in phone number, snow tree, sick/personnel days, pay scale, who gets benefits, and how to receive benefits, school calendar paydays, shake fire extinguishers monthly. (.5 hour)

4. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL PRE-TRIP/ POST- TRIP INSPECTION: Learn all aspects of CDL pre-trip and post-trip inspections, mileage sheets, student counts and bus empty sign usage. **Videos: Night Operations, Fatal Stop, Visual Perceptions, Pre-trip Inspection** 1st Practice (1 hour)

5. Date: _____
Time: _____
Trainer: _____
Driver: _____

PROPER USE OF MIRRORS: Practice proper mirror usage. Hands-on training in the parking lot, Danger Zones, tail swing. Review grid. Proper use of the two way radio. (1 hour)

6. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL SKILLS COURSE: Learn Reference point and mirror adjustment. Practice skill maneuvers at skills course. 1ST Practice (2 hours)
Skills Practiced: **Forward Stop/ Straight Back**

7. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL DRIVING: Driving urban/rural, backing, student stops, lane usage, intersections, interstate travel, up hills, down hills, gears, curves emergency stops, railroad crossings, mirror usage, stop signs and road signs, use of air brakes, retarder use and hand position on steering wheel. 1ST Practice (4 hours) Course # _____

DAY TWO

8. Date: _____
Time: _____
Trainer: _____
Driver: _____

LOADING AND UNLOADING CLASSROOM: Videos and lecture, use of student lights, 8-way violations, questions and answers. Discuss compartmentalization and seat structure. Check the bus for children and belongings, bus empty sign. **Videos: School Bus Mirror Systems, Matter of Survival, Operation Lifesaver** (1 hour)

9. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL PRE-TRIP INSPECTION/ POST- TRIP INSPECTION: Practice all aspects of CDL pre-trip and post-trip inspections, mileage sheets and student counts, bus empty sign usage. 2ND Practice (1 hour)

10. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL SKILLS COURSE: Practice reference point. Practice skill maneuvers at skills course. 2ND Practice (2 hours)
Skills Practiced: **Offset Back, Left/Right, Serpentine, Left/Right Turns.**

11. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL DRIVING: Driving urban/rural, backing, student stops, lane usage, intersections, interstate travel, up hills, down hills, gears, curves emergency stops, railroad crossings, mirror usage, stop signs and road signs, use of air brakes, retarder use and hand position on steering wheel. 2nd Practice (4 hours) Course # _____

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DAY THREE

12. Date: _____
Time: _____
Trainer: _____
Driver: _____

MOUNTAIN AND ADVERSE WEATHER: Films and tests on the hazards of mountain and adverse weather driving. **Videos: Mountain Driving, Adverse Weather**, (1 hour)

13. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL PRE-TRIP INSPECTION: Practice CDL pre-trip and post-trip inspections, bus empty sign usage, hands on use of the radio.
3rd Practice (1 hour)

14. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL SKILLS COURSE: Practice reference point. Practice skill maneuvers at skills course. 3rd Practice (2 hours)
Skills Practiced **Parallel Park Conv./SS, Alley Dock.1-Sep-09**

15. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL DRIVING: Driving urban/rural, backing, student stops, lane usage, intersections, interstate travel, up hills, down hills, gears, curves emergency stops, railroad crossings, mirror usage, stop signs and road signs, use of air brakes, retarder use and hand position on steering wheel.
3rd Practice (4 hours) Course # _____

DAY FOUR

16. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDE GUIDELINES AND TEST: C.D.E. test, hours of service, and driver's logbook. (1 hour)

17. Date: _____
Time: _____
Trainer: _____
Driver: _____

UNIVERSAL PRECAUTIONS: Film and discussion on ways to prevent transmission of disease. Show proper wear and removal of disposable gloves. Use of Body Fluid clean up kit and disposal of contaminants.
Video: Blood Borne Pathogens. Test (1 hour)

18. Date: _____
Time: _____
Trainer: _____
Driver: _____

CDL PRE-TRIP INSPECTION: Practice all aspects of CDL pre-trip and post-trip inspections. 4th Practice (1 hour)

19. Date: _____
 Time: _____
 Trainer: _____
 Driver: _____

CDL SKILLS COURSE: Practice reference point. Practice skill maneuvers at skills course. 4th Practice (2 hours)
 Skills Practiced _____

20. Date: _____
 Time: _____
 Trainer: _____
 Driver: _____

CDL DRIVING: Driving urban/rural, practice backing, student stops, lane usage, intersections, interstate travel, up hills, down hills, gears, curves emergency stops, railroad crossings, mirror usage, stop signs and road signs, use of air brakes, retarder use and hand position on steering wheel. 4th Practice (4 hours) Course # _____

DAY FIVE

21. Date: _____
 Time: _____
 Tester: _____
 Driver: _____

CDL TEST: Pre-trip, skills, and road tests. (4 hours)
ACQUISITION OF COMMERCIAL DRIVER'S LICENSE; take testing completion form to Department of Revenue to get your license.

DAY SIX

22. Date: _____
 Time: _____
 Trainer: _____
 Driver: _____

SPECIAL NEEDS TRAINING: Communication between staff, parents, child, drivers and paras. **I agree not to disclose confidential information obtained from the workplace.**
Signature _____ Evacuations, lifts, securements, district policy and laws. **Videos: Confidentiality, Transporting Students with special needs, Kids are people too, Bus Evacuations SPED, Steering Clear of Liability, Ricon lift operation, Safety zone, Communication Wheel.** (2hrs)

23. Date: _____
 Time: _____
 Trainer: _____
 Driver: _____

SPECIAL NEEDS HANDS ON: Practicing with equipment, buckle guards, cam over vests, sure-lok, Q'straint and securing wheelchairs. Understanding the dynamics of a crash. Why the critical need for proper securements. **Video: Sure Lock Securement, The Road to Compliance. Compartmentalization** clip. (2 hours)

24. Date: _____
 Time: _____
 Trainer: _____
 Driver: _____

SPECIAL NEEDS DRIVING: Learning the differences in pre-trip and driving the different buses and their individual requirements. Sensitivity training
 A Bus # 504, 505, 511, 523, _ B Bus# 539. New bus# 512, 514
 Freightliner Exhaust Brake C Bus# 508,509____
 (2 hour)

Day Seven

25. Date: _____
Time: _____
Trainer: _____
Driver: _____

CRITICAL SITUATIONS: Bus evacuations and lecture, use of radio, breakdown and accident procedures, triangle placement, and seating charts. **Videos: Bus Evacuations (General Ed)** (1 hr 30 min)

26. Date: _____
Time: _____
Trainer: _____
Driver: _____

DISPATCHER: Go over operations board and check-in procedures sign-in. Go over the trip board. How to sign up for trips, how trips are assigned, Sign up for a trip. (Destination) _____, Drivers name _____ (1 hr)

27. Date: _____
Time: _____
Trainer: _____
Driver: _____

ZONAR TRAINING: Practice doing a pre-trip and post trip with Zonar. Practice dropping and raising Rotogrip chains. (1hr)

28. Date: _____
Time: _____
Trainer: _____
Driver: _____

STUDENT MANAGEMENT: Film and lecture/role playing on strategies for dealing with children of all ages, student conduct report, District 49 policy, Bus passes, seating charts. **Videos: #1 Rules, Rapport, and Reason, #2 Communication** (2.5 hours)

PEER DRIVING

30. Date: _____
Time: _____
Trainer: _____
Driver: _____

DRIVE WITH PEER A.M. AND P.M. INTERNATIONAL BUS.

Go on a route with a driving peer, loading and unloading, student management. School locations & parking lots, retarder usage and low light driving (3 hours)

A.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

P.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

A.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

P.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

31. Date: _____
Time: _____
Trainer: _____
Driver: _____

DRIVE WITH PEER A.M. AND P.M. FREIGHTLINER BUS.

Go on a route with a driving peer, loading and unloading, student management. Learn the school locations & parking lots, retarder usage and low light driving.
(3 hours)

A.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

P.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

A.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

P.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

32. Date: _____
Time: _____
Trainer: _____
Driver: _____

STUDENT MANAGEMENT: Classroom, lecture, videos, role-playing, student conduct, District 49 policies, route books/ logs **Videos: #3 Giving Directives, #5 Dealing with Groups** (2 hours)

33. Date: _____
Time: _____
Trainer: _____
Driver: _____

BUS IDLING: Turning the bus off at Loading or Unloading areas. Idling while at the bus barn (3 to 5 minutes) Idling while waiting for students during field trips. Beeping the horn once at one minute and twice upon leaving schools (15 min)

34. Date: _____
Time: _____
Trainer: _____
Driver: _____

DRIVE WITH PEER A.M. AND P.M. ON SPECIAL NEEDS BUSES: Go out on route with peer driver to learn routes, loading and unloading procedures and student management. School parking lot procedures (3 hours)

A.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

P.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

A.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

P.M. Peer: _____
Driver: _____
Date: _____
Hours: _____

35.	Date: _____
	Time: _____
	Trainer: _____
	Driver: _____

ASSISTANT TRANSPORTATION SUPER/ LEAD MECHANIC: Wash bay use, fluids room, how to properly complete work orders, fuel pumps and ID input. **I UNDERSTAND OIL CHANGES NEED TO BE WRITTEN UP 500 MILES PRIOR TO ACTUAL MILAGE DUE _____ (1 hour)**

36.	Date: _____
	Time: _____
	Trainer: _____
	Driver: _____

STUDENT MANAGMENT: Classroom & lecture, videos, Role-playing, peer driver help, whom to go to, what information to save, Team Leader help & Student Liaison to get help. Reporting of child abuse. **Video: Handling The Parent Contact (2 hours)**

37.	Date: _____
	Time: _____
	Trainer: _____
	Driver: _____

ROUTER: Route books, route bidding, seniority list, route sheets and student lists. Sign drivers relocating bus stops. Call for ID# and appointment for name badge (30 min.)

38.	Date: _____
	Time: _____
	Trainer: _____
	Driver: _____

RELEASE: Drive route with Trainer, ask any questions, sign Dist.49 Safe driving rules. See Cindy Hardin and/or Mike Ingraham

39.	Date: _____
	Time: _____
	Dir/Mgr: _____
	Driver: _____

CONGRATULATIONS: DIRECTOR / ASSISTANT SUPERVISOR OF TRANSPORTATION Turn in training critique and syllabus to supervisor (.25 hour)

Minimum training time: 40.0 hours

Actual training time: _____

This certifies that I have completed my training syllabus and understand the training I have received. If I have any questions, now is the time to ask. You have 30 days to grieve your placement on the seniority list.

Your training release date is _____

NAME: _____

SIGNATURE: _____

DATE: _____

Required Additional Training

TRIP TRAINING: **TRIP TRAINING:** Go over paperwork, being a peer for trips, out of Town/overnight trips, procedures, responsibilities, logs, filling out forms, evacuations, getting directions, student lists. phone number for *out of town and weekend trips, locations of all schools.* (1hr)

CPI Training: Non-Violent Crisis Intervention

FIRST AID: Red Cross certification for First Aid & EPI Pen.
Within 90 days

ADULT C.P.R. WITH A.E.D.: Red Cross Certification. Adult cardiopulmonary resuscitation with an automated external defibrillator
Within 90 days

INFANT & CHILD CPR TRAINING: Infant and child cardiopulmonary resuscitation training and practice. Red Cross certification
Within 90 days

MOUNTAIN TRAINING: Trip to a mountainous area to learn emergency procedures and proper driving skills. D49 Written test included, required annually for Trip Drivers and every three years for remaining transporters

SUBSTANCE ABUSE: District policy concerning these subjects.
Within 90 days

OPERATION BUS WATCH: Employee training and certification
Within 90 days

FIELD TRIP TRAINING: Go with another driver on two field trips to understand paperwork and procedures.

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