

TABLE OF CONTENTS

Unit One – Introduction

Purpose of this Manual	1-1
Importance of Manual	1-1
Importance of the Driver	1-1

Unit Two – Legislative Guidelines

Colorado Department of Education Rules	2-1
Federal Standards	2-2
Local Policies	2-2
Hours of Service	2-3
Drug and Alcohol	2-4
Alcohol	2-6
Drugs	2-8
Medical Marijuana	2-9

Unit Three – Driver and Vehicle Readiness

Personal Pre-trip	3-1
Pre-trip the Vehicle	3-2
Mirror Grid for Proper Mirror Adjustment	3-9
Post Trip Inspection	3-11
Corrective Vehicle Maintenance	3-13

Unit Four – Skills Training

Alley Dock	4-2
Backwards Serpentine	4-9
Forward Serpentine	4-5
Forward Stop – Straight Line Back	4-13
Offset Back – Left/Right	4-16
Parallel Park – Conventional	4-19
Parallel Park – Sight Side	4-23

Unit Five – Driving Fundamentals

On the Road	5-1
Standard Operating Procedures	5-2
Shifting an Automatic Transmission	5-3
Shifting a Standard Transmission	5-3
Speed Limit When Not Posted	5-5
Steering and Turning	5-5
Crossing Intersections	5-11
Turning Around	5-12
Backing in a Straight Line	5-13
Starting and Stopping on a Hill	5-13
Overtaking and Passing	5-15
Roundabouts	5-16
Stopping and Parking the Vehicle	5-16
Railroad Crossing Procedures	5-17
Light Rail Track Crossing Procedures	5-18

Unit Six – Defensive Driving

Introduction	6-1
The Three A's of Defensive Driving	6-1
On the Road	6-4
Seeing	6-6
Hazards of the Road	6-8
Communicating	6-11
Emergencies	6-12
Tire Failure	6-15
Managing Space	6-16
Controlling Speed	6-18
Proper Braking Techniques	6-20
Driving at Night	6-20

Unit Seven – Mountain Driving

Target Speed	7-1
Maintaining Control	7-2
Engine Compression / Transmission	7-2
Retarder	7-2
Service Brakes	7-5
Pass Checks	7-5
Pullouts	7-6
Pitch and Grade	7-6
Curves	7-6
Chains	7-7
Delineators	7-11
Emergency Stops	7-12
Destination Pre-trip	7-13
Crashes	7-14
Other Motorists / Bicycles	7-14
Passenger Well-being	7-15
Driver Care	7-15
CDOT Chain Up Tips	7-16

Unit Eight – Adverse Weather

Wind	8-1
Lightning	8-2
Water on Roadways	8-3
Slippery Surfaces	8-3
Skids	8-5
Winter Driving	8-6
Additional Hints and Reminders	8-7

Unit Nine – Transporting Students

Loading / Unloading Procedures	9-1
Report Route Hazards	9-6
Field / Activity Trips	9-6
New Trip Driver Training	9-7
Legal Requirements During Field Activity Trips	9-9
Resources for the Trip	9-10

Unit Ten – Student Management

The Role of Schools	10-1
The Role of the Transportation Department Personnel	10-2
The Role of Students and Parents	10-4
The Role of the General Public	10-4
Student Safety and Behavior Rules	10-4
Reporting Unacceptable Behavior	10-5
Bullying	10-5
Consequences	10-6
Harassment	10-6
Sexual Harassment	10-7
Take Control of Passengers	10-9

Unit Eleven – Safety Equipment / Evacuations

Accidents	11-1
Emergency Vehicles	11-1
Required Safety Equipment	11-2
Small Vehicle Required Emergency Equipment	11-7
Emergency Procedures	11-8
School Bus Emergency Evacuations	11-10
Medical Emergencies	11-15

Unit Twelve – Small Vehicle Training

Types of Vehicles	12-1
Types of Training	12-2
Hours of Service	12-3
Emergency Procedures	12-3
Railroad Crossings	12-3
Other Applicable Rules	12-3
Activity Trip Small Vehicle/Multifunction Bus Operator Rules	12-4
Proper Triangle Placement	12-16
First Aid Information	12-18
Mountain Driving Information	12-24
Adverse Driving Conditions	12-27
Medical Information (STU17)	12-31
SVO Driving Performance Test (Sample Form)	12-33

Unit Thirteen – Training Techniques for the Adult Learner

Definition of Training	13-1
Classroom	13-2
Training Aids	13-5
The Motivating Trainer	13-6
Making Humor Work	13-7
Tips for Responding to Questions	13-8

Unit Fourteen – CDE First Aid Guide for School Bus Drivers/Assistants

Unit Fifteen – Websites and Acronyms

Unit Sixteen – Glossary of Terms

Unit Seventeen – Forms