|  |  |
| --- | --- |
| Driver’s Name:  | Vehicle Type:  |
| Driver’s Email:  |  |
| Driver’s License #:  | Date:  |
| Date of Birth:  |  |
|  |
|  |
|  New Report |  |
|  Supplementary/Annual Report |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Driver Qualification Requirements | Date Received or Verified | Received By | Notes |
| 1) Driver’s License |  |  |  |
| 2) STU17 or DOT Physical |  |  |
| 3) MVR |  |  |
| 4) Drug and Alcohol Clearinghouse |  |  |
| 5) 1st Aid/CPR/Universal |  |  |
| 6) CDE Test & Certificate |  |  |
| 7) Job Description & Eval |  |  |
| 8) Training (HoS, D/A, M&A, Conf.) |  |  |
| 9) Pre-Service Training |  |  |
| 10) Retention |  |  |  |

Abbreviations:

HoS – Hours of Service

D/A – Drug and Alcohol Training

M&A – Mountain and Adverse Weather

Conf. - Confidentiality



|  |
| --- |
| **Driver Assessment: This form indicates the performance of the Driver. Please check the appropriate box for the subject matter listed in the form below.****(E) Exemplary**- In addition to showing proficiency, the trainee consistently demonstrates extensive knowledge of the subject matter.**(P)Proficient** - The trainee demonstrates an understanding of the curriculum and subject content.**(N)Developing/Needs Improvement**- The trainee inconsistently demonstrates an understanding of the curriculum, content, or procedure.**(U)Unacceptable**- The trainee fails to exhibit an understanding of the curriculum and its content, and/or fails to follow instructions or procedures. |
| **Unit A: Pre-trip Inspection:** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. Conduct a full pre-trip of a school vehicle (See Pre-trip Checklist) |  |  |  |  |
| 2. Has knowledge of required paperwork. |  |  |  |  |
| 3. Understands the importance of vehicle write-ups and documenting defects. |  |  |  |  |
| 4. Conduct a full post-trip of school vehicle (See Post-trip Checklist) |  |  |  |  |
| Comments: |
| **Unit B: Passenger Conduct** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. Describe the importance of good student conduct |  |  |  |  |
| 2. Identify local policies regarding discipline and documentation |  |  |  |  |
| 3. Identify risk situations for drivers |  |  |  |  |
| 4. Promote and maintain “good behavior” on the school bus |  |  |  |  |
| 5. Maintain being “Firm, Fair, Friendly” to all riders |  |  |  |  |
| Comments: |
| **Unit C: Driving Fundamentals** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. Knows the size and dimensions of various school buses |  |  |  |  |
| 2. Acceleration – smooth, controlled |  |  |  |  |
| 3. Anticipate traffic light changes, objects of danger, actions of others |  |  |  |  |
| 4. Backing the vehicle – controlled, mirror use, clearances, audible warning |  |  |  |  |
| 5. Braking – smooth, correctly timed, retarder use |  |  |  |  |
| 6. Is courteous to other roadway users |  |  |  |  |
| 7. Entering and Leaving Freeway – signals, checks traffic, smooth lane changes, proper speed |  |  |  |  |
| 8. Following Distance – 4-second rule |  |  |  |  |
| 9. Hand Placement – hand position, thumbs out, turning |  |  |  |  |
| 10. Identification – traffic signs and signals, intersections, other highway users, critical objects |  |  |  |  |
| 11. Lane Changes – checks mirrors, signals, check blind spots, smoothness, adjusts speed |  |  |  |  |
| 12. Lane Position – properly centered, drifts, wanders |  |  |  |  |
| 13. Looking – in mirrors, 8-10 seconds, checks blind spots |  |  |  |  |
| 14. Passing – checks mirrors, signals, checks blind spots, smooth, adjusts the speed as needed |  |  |  |  |
| 15. Reading the road ahead – 12-second rule |  |  |  |  |
| 16. Signaling – no signal, too early, too late |  |  |  |  |
| 17. Speed – adjusts to conditions, too fast, impedes traffic |  |  |  |  |
| 18. Stopping – at the stop line, complete stop, no rolling, too close to other cars, hesitant |  |  |  |  |
| 19. Turns – oversteers, understeers, turns too soon or too late, turns into the correct lane |  |  |  |  |
| Comments: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit E: Loading and Unloading** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. State and perform proper loading and unloading processes |  |  |  |  |
| 2. Describe student procedures during the loading and unloading process |  |  |  |  |
| 3. Identify the “Danger Zone” |  |  |  |  |
| 4. Understand laws related to loading and unloading |  |  |  |  |
| Comments: |
| **Unit F: Accidents and Emergencies** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. Identify contributing factors related to accidents |  |  |  |  |
| 2. Describe and perform proper post-accident procedures |  |  |  |  |
| 3. Describe and perform evacuation procedures during an accident |  |  |  |  |
| 4. Provide emergency evacuation directions with the location of all emergency exits |  |  |  |  |
| Comments: |
| **Unit G: Detecting Hazards** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. Describe and perform various techniques in detecting hazards |  |  |  |  |
| 2. Describe and perform observation techniques |  |  |  |  |
| 3. Perform and respond to emergencies caused by road hazards |  |  |  |  |
| Comments: |
| **Unit H: Railroad Crossings** | **(E)** | **(P)** | **(N)** | **(U)** |
| The driver is able to: |  |  |  |  |
| 1. Identify the upcoming railroad crossing |  |  |  |  |
| 2. Actuate hazard lights no further than 200 feet from the nearest rail |  |  |  |  |
| 3. Ask all riders for quiet aboard the bus and turn on noise suppression |  |  |  |  |
| 4. Come to a complete stop, no closer than 15 ft and no further than 50 ft to the nearest rail |  |  |  |  |
| 5. Roll down the window and open the service door |  |  |  |  |
| 5. Listen and identify if a train is approaching the crossing while keeping the service brake applied and door open |  |  |  |  |
| 6. Close the service door and cross the railroad tracks while keeping hazard lights on |  |  |  |  |
| 7. After crossing, turn off hazard lights once the vehicle has 15 ft between it and the nearest rail. |  |  |  |  |
| Comments: |
| **Unit I: Special Needs** | **(E)** | **(P)** | **(N)** | **(U)** |
| The trainee understands the material in the following units: |  |  |  |  |
| 1. The Challenge of Transporting Children with Special Needs |  |  |  |  |
| 2. Characteristics of Children with Special Needs |  |  |  |  |
| 3. Legal Aspects of Transporting Children with Special Needs |  |  |  |  |
| 4. Communication is Critical for Special Needs Bus Drivers |  |  |  |  |
| 5. Behavior Management Strategies for Children with Special Needs |  |  |  |  |
| 6. Safe Loading and Transportation of Children Using Adaptive Equipment |  |  |  |  |
| 7. Special Preparation for Emergencies |  |  |  |  |
| 8. Unique Responsibilities of Drivers of Special Children |  |  |  |  |
| 9. The Importance of Documentation |  |  |  |  |
| 10. Personal Protection |  |  |  |  |
| Comments: |
| **Unit J: Mountain and Adverse Weather** | **(E)** | **(P)** | **(N)** | **(U)** |
|  The driver is able to: |  |  |  |  |
| 1. Identify the hazard ahead
 |  |  |  |  |
| 1. Downshift appropriately when at the summit
 |  |  |  |  |
| 1. Perform a complete bus check at the summit
 |  |  |  |  |
| 1. Place triangles in correct areas for two-way traffic, and single-direction traffic
 |  |  |  |  |
| 1. Either apply the automatic chains correctly or correct install the manual chains
 |  |  |  |  |
| 1. Recognize the signs of motion sickness, and can describe what steps need to be taken
 |  |  |  |  |
| 1. Correctly checks the defrost and fans during the pre-trip inspection
 |  |  |  |  |
| 1. Correctly checks tire pressure and inflation during the pre-trip inspection
 |  |  |  |  |
| 1. Correctly uses hazard lights (4-ways) during times of low visibility
 |  |  |  |  |
| Comments: |

