

# Entry Level School Bus Driver Training

## Documentation of Completion Form

Transportation Supervisor: \_\_\_\_\_

School System/District/Charter: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

Driver Name: \_\_\_\_\_

This checklist is intended for by the Transportation Supervisor or trainer designee in conducting required training for entry level drivers in compliance with TN State Law: Public Chapter 298.

1. A copy of this report shall be kept on file by the Transportation Supervisor.
2. Trainer should initial the "Driver meets Standard?" box for each Standard met competently by the driver. Training is only considered complete when all boxes are initialed.

### **Theory Training**

All driver training not marked with an asterisk is considered Theory Training and may be completed in the classroom, or a mix of classroom and hands-on training.

### **Behind-the-Wheel Training**

All driver training marked with an asterisk (\*) must be completed in the following order:

Level 0: Trainer instruction.

Level 1: Trainer drives with Entry Level Driver observing with no passengers.

Level 2: Entry Level Driver drives with Trainer observing with no passengers.

Level 3: Trainer drives with Entry Level Driver observing with passengers.

Level 4: Entry Level Driver drives with Trainer observing with passengers.

Trainers should only move to the next level of training when they are satisfied that the driver's skill level is sufficient to do so.

**Trainers should only initial the "Driver meets standard?" box when the driver has proven competency at Level 4 for those items marked with an asterisk (\*).**

<b>I. Local Policy and Procedures</b>	
Driver meets standard?	Standard
	<b>1.1</b> Driver can state Local Policy and Procedure for topics including, but not limited to: Dress code, Change of bus/address notes, Emergency phone numbers, Student illness and Injury: Response and Reporting, Maintenance requests, Re-fueling procedures, Substitute drivers, First aid, CPR, EpiPens, Blood borne pathogens, Inclement weather.
<b>II. Federal, State, and Local Policy</b>	
Driver meets standard?	Standard
	<b>2.1</b> Driver can relate the following Federal, State, and Local Policies to the their impact on the job/duties as a bus driver: Driver certification, Background Check, Medical Certificate, Annual S endorsement training, Suicide Prevention, Reporting Child Abuse, Bus Stops, Cell Phones, Drug Testing, Student Suspension, Student Confidentiality, Drug/Weapon Free workplace, Harassment/Bullying/Hazing, Unauthorized Person on a Bus.

<b>III. Student Management</b>	
Driver meets standard?	Standard
	<b>3.1</b> Driver can explain the importance of focusing on safety first during student misbehavior.
	<b>3.2</b> Driver can communicate behavior expectations/rules of the bus.
	<b>3.3</b> Driver can describe proper rapport for a positive driver-student relationship.
	<b>3.4</b> Driver can state how and when to report misbehavior, and give examples.
	<b>3.5</b> Driver can describe the importance of prevention and de-escalation, and gives examples.
	<b>3.6</b> Driver can explain the importance of knowing when to ignore or address student misbehavior, and give examples.
	<b>3.7</b> Driver can explain procedures for dealing with fighting/drugs/weapons.
<b>IV. Distracted Driving</b>	
Driver meets standard?	Standard
	<b>4.1</b> Driver can list, define, and give examples of Visual, Manual, and Mental distractions.
	<b>4.2</b> Driver can summarize TN law regarding the use of (including texting) cell phones/electronic devices by school bus drivers.
	<b>4.3</b> Driver can list tips to avoid Distracted Driving.
<b>V. Evacuations</b>	
Driver meets standard?	Standard
	<b>5.1</b> Driver can demonstrate how to operate emergency exits including doors, windows, and hatches.
	<b>5.2</b> Driver can explain how to choose when to evacuate a bus: <ul style="list-style-type: none"> <li><input type="checkbox"/> Driver gives examples of situations which require mandatory evacuation.</li> <li><input type="checkbox"/> Driver references calling dispatch as soon as possible, and explains the importance of doing so.</li> <li><input type="checkbox"/> Driver references asking the following questions: <ul style="list-style-type: none"> <li>- Are the students safer on the bus, or off the bus?</li> <li>- Can I move the bus to a safer location?</li> <li>- If not, is there a safe place for students to assemble?</li> </ul> </li> </ul>
	<b>5.3</b> Driver can describe the characteristics of a safe assembly point.
	<b>5.4</b> Driver can describe the order of preference for emergency exits.
	<b>5.5</b> Driver can list and describe the steps to evacuate the bus.
	<b>5.6</b> Driver can describe how to prepare students for an evacuation or driver incapacitation.
	<b>5.7</b> Driver can describe special concerns for evacuating Students with special needs, students in safety seats, and pre-k students.
	<b>5.8</b> Driver can know location of, and how to operate a seat belt cutter. (If applicable)

<b>VI. Driving Techniques</b>
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Driver meets standard?	Standard
	<b>6.1</b> Driver can demonstrate and explain pre-trip inspection and documentation.
	<b>6.2</b> Driver can explain difference and demonstrate familiarity with the following bus characteristics: Stop and start procedures, Seat adjustments, Tail swing, Gauges/Switches locations, Emergency Exits, Child Safety Alarms, Turning Radius/Placement of Wheel
	<b>6.3</b> Driver can list, locate, and demonstrate knowledge of bus emergency equipment.
	<b>6.4</b> Driver can demonstrate use of, and explain policy on use of the 2-way radio.
	<b>6.5</b> Driver can explain the idea of, and equation for Total Stopping Distance.
*	<b>6.6</b> Driver can explain "counting", and demonstrate proper Following Distance.
	<b>6.7</b> Driver can give examples of possible road hazards, and explain why a driver should always be looking for possible hazards.
*	<b>6.8</b> Driver can explain how curves, visibility, traction, traffic, and construction may require a driver to adjust the speed of the bus, and maintains appropriate speed for the posted limit and road conditions.
*	<b>6.9</b> Driver can demonstrate tight left hand and right hand turns. <ul style="list-style-type: none"> <li><input type="checkbox"/> Uses signal to show intention of turning.</li> <li><input type="checkbox"/> Goes slow and uses convex mirror to check rear wheel tracking.</li> <li><input type="checkbox"/> Swings far enough to keep rear wheel from hitting curb.</li> <li><input type="checkbox"/> Explains and demonstrates button-hook technique.</li> </ul>
*	<b>6.10</b> Driver can demonstrate safe backing of the bus. <ul style="list-style-type: none"> <li><input type="checkbox"/> Explains the safety concerns with backing a bus, and states the only justification for backing a bus (when there is no other safe way to move the bus, and there are no people outside the bus).</li> <li><input type="checkbox"/> Explains appropriate times to reverse the bus when dropping off and picking up students.</li> <li><input type="checkbox"/> Uses mirrors to check clearance, and track wheels.</li> </ul>
	<b>6.11</b> Driver can demonstrate and explain the post-trip inspection including checking the entire bus for sleeping or hiding students, and the policy for reporting bus defects before the next route.
*	<b>6.12</b> Driver can demonstrate and explain the steps to safely crossing rail road tracks: <ul style="list-style-type: none"> <li><input type="checkbox"/> Assume a train may be coming and don't get in a hurry. Turn off 8-way lights Master switch.</li> <li><input type="checkbox"/> Turn on your 4-way flashers 200 feet before the crossing. On a multilane road, use the right-most lane.</li> <li><input type="checkbox"/> Stop no closer than 15 feet, no farther than 50 feet from nearest track. Place the transmission in Park, or if there is no Park, in Neutral and engage the parking brake.</li> <li><input type="checkbox"/> Open window and door. Request quiet from students, turn off fan and radio.</li> <li><input type="checkbox"/> Look and Listen. Look again. Be sure you have enough space to completely cross the track.</li> <li><input type="checkbox"/> Close the door, put the bus in drive, and disengage the parking brake.</li> <li><input type="checkbox"/> Go and don't stop or change gears until you have completely crossed the tracks with room to spare (including bus and train overhang).</li> <li><input type="checkbox"/> Turn off your hazard lights and shut your window.</li> </ul>

<b>VII. Mirror Usage</b>	
Driver meets standard?	Standard
	<p><b>7.1</b> Driver can demonstrate and explain mirror inspection.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensures mirrors are secure and tight.</li> <li><input type="checkbox"/> Ensures mirrors are clean and clear of ice or condensation.</li> <li><input type="checkbox"/> Demonstrates usage of mirror defroster switch (if applicable).</li> </ul>
	<p><b>7.2</b> Driver can demonstrate and explain the proper adjustment of the flat mirrors to be able to view:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 200 feet or 4 bus lengths behind the bus.</li> <li><input type="checkbox"/> Along the sides of the bus (showing only about 1 inch of the side of the bus).</li> <li><input type="checkbox"/> The rear tires touching the ground.</li> </ul>
	<p><b>7.3</b> Driver can demonstrate and explain the proper adjustment of the convex mirrors to be able to view:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The entire side of the bus up to the mirror mounts.</li> <li><input type="checkbox"/> Front of the rear tires touching the ground.</li> <li><input type="checkbox"/> At least one traffic lane on either side of the bus.</li> </ul>
	<p><b>7.4</b> Driver can demonstrate and explain the proper adjustment of the cross view mirrors to be able to view:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The entire area in front of the bus from the front bumper at ground level to a point where direct vision is possible.</li> <li><input type="checkbox"/> The right and left front tires touching the ground.</li> <li><input type="checkbox"/> The area from the front of the bus to the service door.</li> </ul>
	<p><b>7.5</b> Driver can demonstrate and explain the proper adjustment of the student mirror to be able to view:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The top of the rear window in the top of the mirror.</li> <li><input type="checkbox"/> All of the students, including the heads of the students right behind you.</li> </ul>
*	<p><b>7.6</b> Driver can check mirrors quickly while driving, and explain the danger of checking a mirror for too long.</p>
<b>VIII. Loading and Unloading</b>	
Driver meets standard?	Standard
	<p><b>8.1</b> Driver can explain the Danger Zones of a bus.</p>
	<p><b>8.2</b> Driver can relate how TN law on authorized emergency vehicles (police, ambulances, etc.) can affect loading and unloading procedures.</p>
	<p><b>8.3</b> Driver can explain how fog can affect loading and unloading procedures.</p>
	<p><b>8.4</b> Driver can explain the importance of only backing a bus after students are loaded, or before they are unloaded at a bus stop.</p>
	<p><b>8.5</b> Driver can explain the importance of not dealing with on-bus problems when loading and unloading.</p>
	<p><b>8.6</b> Driver can explain the importance of these general rules for students loading/unloading safely:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If a student drops something, he/she should tell the bus driver and never try to pick it up.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Students should wait for the driver to signal their entry onto the bus from either side of the road.</li> <li><input type="checkbox"/> Students should never run to catch the bus.</li> <li><input type="checkbox"/> Students should use handrails when loading or unloading.</li> <li><input type="checkbox"/> Watch that straps, drawstrings, and clothing don't get caught in the handrail or door.</li> <li><input type="checkbox"/> When loading sit down quickly.</li> <li><input type="checkbox"/> When unloading stay seated until the bus stops.</li> </ul>
*	<p><b>8.7</b> Driver can demonstrate and explain the loading procedure:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Don't rush. Safety first, Schedule second.</li> <li><input type="checkbox"/> Activate Amber flashing lights at least 200 feet before the school bus stop.</li> <li><input type="checkbox"/> Ensure the bus stop is clear of students, and begin counting students.</li> <li><input type="checkbox"/> Engage parking brake, and put bus in neutral/park.</li> <li><input type="checkbox"/> Activate Red flashing lights and extended stop arm.</li> <li><input type="checkbox"/> Hand up to hold students at bus stop. Open door. Cover horn with opposite hand.</li> <li><input type="checkbox"/> Check traffic in front of and behind the bus. Ensure all traffic has stopped.</li> <li><input type="checkbox"/> Make eye contact with students and slowly drop hand straight down to signal them to cross the street and/or enter the bus. <ul style="list-style-type: none"> <li>• If the driver blows the horn at any point that means danger. Students should stop, immediately return to the side of the road they started from, and then look back to driver for further instructions.</li> <li>• Students not needing to cross the street: <ul style="list-style-type: none"> <li>- Students should wait for the driver's signal, look for traffic, and quickly board the bus.</li> </ul> </li> <li>• Students needing to cross the street: <ul style="list-style-type: none"> <li>- Students should wait for the driver's signal to cross, look both directions, and then cross 10 feet in front of the bus to the other side of the road. Then walk quickly and board the bus.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Re-count to ensure all students at bus stop loaded bus.</li> <li><input type="checkbox"/> Check overhead mirror to make sure students are seated.</li> <li><input type="checkbox"/> Look for late arriving students, and close door when safe.</li> <li><input type="checkbox"/> Shift bus into gear/drive, and release parking brake.</li> <li><input type="checkbox"/> Check mirrors prior to pulling away.</li> </ul>
*	<p><b>8.8</b> Driver can demonstrate and explain the unloading procedure for driver:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Don't rush. Safety first. Schedule second.</li> <li><input type="checkbox"/> Only let students unload if you and they feel it is safe. Report unsafe situations to dispatch.</li> <li><input type="checkbox"/> Activate Amber flashing lights at least 200 feet before the school bus stop.</li> <li><input type="checkbox"/> Ensure bus stop is clear.</li> <li><input type="checkbox"/> Engage parking brake, and put bus in neutral/park.</li> <li><input type="checkbox"/> Activate Red flashing lights and extended stop arm.</li> <li><input type="checkbox"/> Open door. Cover horn with hand. <ul style="list-style-type: none"> <li>• If the driver blows the horn at any point that means danger. Students should stop, immediately return to the side of the road they started from, and then look back to driver for further instructions.</li> <li>• Students not needing to cross the street:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Students should glance to the rear of the bus to check for traffic passing on the right before stepping off the bus, then quickly walk 10 feet away from the bus, and stay in a safe zone clear of the bus until it has completely pulled away.</li> <li>• Students needing to cross the street:             <ul style="list-style-type: none"> <li>- Students should glance to the rear of the bus to check for traffic before stepping off the bus, quickly walk 10 feet along the side of the road in front of the bus, and then walk to the center line of the road. Students should stop at center line of the road and then check for traffic in both directions. If safe, students should proceed across street and stay in a safe zone clear of the bus and traffic, until the bus has completely pulled away.</li> </ul> </li> <li><input type="checkbox"/> Count students as they exit the bus, and recount students as they make it to their safe zone.</li> <li><input type="checkbox"/> Close door, and check mirrors for pedestrians and traffic.</li> <li><input type="checkbox"/> Shift bus into gear/drive, and release parking brake.</li> <li><input type="checkbox"/> Check mirrors again prior to pulling away.</li> </ul>
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Remember: Trainer should initial the "Driver meets Standard?" box for each Standard met competently by the driver. Training is only considered complete when all boxes are initialed by trainer.

Date Entry Level Driver Training was completed: \_\_\_\_\_

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_