

**TO BE COMPLETED BY THE DRIVER APPLICANT**

**SECTION I - 2 hour Observation by the Driver Applicant**

**Training Checklist**

**Instructions**

The new school bus driver applicant will, while riding on the bus with the Certified Delaware School Bus Driver Trainer with children aboard, will observe and discuss the tasks being performed by the trainer. **The trainee will initial in front of each task observed.** If the task is not observed, leave the task blank. The driver trainer will add a description of the training on the back of the form and include comments and items discussed that need further emphasis. When this section of training is completed, the trainee and certified driver trainee and their respective employers will sign the form (on the back) and submit it with the other records of on-bus training for inclusion in the trainee's permanent file.

Effective June 1, 2004

<b><u>Pre-Trip Inspection</u></b>	<b><u>Intersections</u></b>	<b><u>Pick Up/Discharge of Pupils</u></b>
<input type="checkbox"/> Clear mirrors/windows of moisture/dirt	<input type="checkbox"/> Scans ahead for traffic conditions	<input type="checkbox"/> Activates right turn signal
<input type="checkbox"/> Adjusts seat	<input type="checkbox"/> Covers the brake	<input type="checkbox"/> Activates yellow warning lights
<input type="checkbox"/> Checks mirror adjustment	<input type="checkbox"/> Checks for stale green lights & prepare	<input type="checkbox"/> approx. 10 seconds before stop
<input type="checkbox"/> Checks parking brake set	<input type="checkbox"/> to stop	<input type="checkbox"/> Stops smoothly off road, if possible
<input type="checkbox"/> Places gear selector in neutral	<input type="checkbox"/> Positions bus in correct lane for turns	<input type="checkbox"/> Stops and checks traffic before
<input type="checkbox"/> Inserts key and starts engine	<input type="checkbox"/> Checks traffic on other side of	<input type="checkbox"/> opening service door and activating
<input type="checkbox"/> Does not race engine	<input type="checkbox"/> intersection to ensure room for bus to	<input type="checkbox"/> overhead flashing red lights
<input type="checkbox"/> Checks gauges	<input type="checkbox"/> clear intersection	<input type="checkbox"/> Places gear selector in neutral, sets
<input type="checkbox"/> Turns on all lights (incl. red & yellow	<input type="checkbox"/> Yields to pedestrians	<input type="checkbox"/> parking brake & holds service brake
<input type="checkbox"/> flashers and strobes (operate at all bus	<input type="checkbox"/> Check L-R-L before leaving a stop	<input type="checkbox"/> Crosses pupils using external P.A.
<input type="checkbox"/> stops and in reduced visibility))		<input type="checkbox"/> Close service door to turn off overhead
<input type="checkbox"/> Check horn	<b><u>Left Turn</u></b>	<input type="checkbox"/> flashing red lights before moving
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Observes conditions, traffic, and	<input type="checkbox"/> Checks cross-over mirrors and all
<input type="checkbox"/> Body fluids kit	<input type="checkbox"/> pedestrians	<input type="checkbox"/> other mirrors for student/traffic
<input type="checkbox"/> Fire extinguisher- full charge	<input type="checkbox"/> Activates left turn signal	<input type="checkbox"/> before moving the vehicle
<input type="checkbox"/> Checks seats & interior condition	<input type="checkbox"/> Positions bus in proper lane for turn	<input type="checkbox"/> Observes traffic conditions to rear
<input type="checkbox"/> walk to rear of bus	<input type="checkbox"/> Observes conditions A, B, L-R-L	<input type="checkbox"/> Activates proper directional signal
<input type="checkbox"/> Roof hatches-operation for escape	<input type="checkbox"/> traffic, pedestrians, stops if necessary	
<input type="checkbox"/> and ventilation- Reset, as needed	<input type="checkbox"/> Obeys traffic signs, signals, officers	
<input type="checkbox"/> Emergency windows- operation and	<input type="checkbox"/> Turns when there is clearance in lane	<b><u>Railroad Crossings</u></b>
<input type="checkbox"/> buzzer	<input type="checkbox"/> to be entered	<input type="checkbox"/> Turns off Master Switch
<input type="checkbox"/> Emergency triangles (3)- setup	<input type="checkbox"/> Turns smoothly, at safe speed, into	<input type="checkbox"/> Turns off all fans, blowers, AM/FM
<input type="checkbox"/> Opens emergency door from inside-	<input type="checkbox"/> correct lane of street, clearing center	<input type="checkbox"/> radio, students quiet
<input type="checkbox"/> buzzer sounds	<input type="checkbox"/> line and other obstacles	<input type="checkbox"/> Slows gently
<input type="checkbox"/> Exits bus through service door	<input type="checkbox"/> Deactivates left signal	<input type="checkbox"/> Turns signal to move to shoulder (if
<input type="checkbox"/> Walks around inspection-lights & drips	<input type="checkbox"/> Observes conditions- A,B, traffic	<input type="checkbox"/> possible
<input type="checkbox"/> Enters bus and fasten seat belt		<input type="checkbox"/> Activates 4-way hazard flashers
<input type="checkbox"/> Turns off appropriate lights	<b><u>Right Turn</u></b>	<input type="checkbox"/> Stops 15'-50' from crossing (on
<input type="checkbox"/> Brake check, move bus to check brake	<input type="checkbox"/> Observes conditions, traffic, and	<input type="checkbox"/> shoulder if possible)
<input type="checkbox"/> function	<input type="checkbox"/> pedestrians	<input type="checkbox"/> Opens driver window
	<input type="checkbox"/> Activates right turn signal	<input type="checkbox"/> Opens service door
	<input type="checkbox"/> Positions bus in proper lane for turn	<input type="checkbox"/> Checks in both directions for
<b><u>Driving In Traffic</u></b>	<input type="checkbox"/> Observes conditions A, B, L-R-L	<input type="checkbox"/> approaching trains
<input type="checkbox"/> Places foot on brake	<input type="checkbox"/> traffic, pedestrians, stops if necessary	<input type="checkbox"/> Closes service door before moving bus
<input type="checkbox"/> Releases parking brake	<input type="checkbox"/> Obeys traffic signs, signals, officers	<input type="checkbox"/> Checks traffic on far side of tracks to
<input type="checkbox"/> Places bus in gear	<input type="checkbox"/> Turns when there is clearance in lane	<input type="checkbox"/> ensure there is room for bus so rear
<input type="checkbox"/> Checks mirrors and traffic	<input type="checkbox"/> to be entered	<input type="checkbox"/> does not hang over tracks
<input type="checkbox"/> Signals to enter traffic	<input type="checkbox"/> Turns smoothly, at safe speed, into	<input type="checkbox"/> Crosses railroad tracks (manual trans
<input type="checkbox"/> Following distance, minimum 4 sec.	<input type="checkbox"/> correct lane of street, clearing center	<input type="checkbox"/> do not shift)
<input type="checkbox"/> Scans ahead for changing conditions	<input type="checkbox"/> line and other obstacles	<input type="checkbox"/> Cancels 4-way hazard flashers (may
<input type="checkbox"/> Right lane except to pass	<input type="checkbox"/> Deactivates right signal	<input type="checkbox"/> be necessary to re-activate 4-way
<input type="checkbox"/> Obeys posted speed limits or slower as	<input type="checkbox"/> Observes conditions- A,B, traffic	<input type="checkbox"/> hazard flashers until road speed
<input type="checkbox"/> as conditions require		<input type="checkbox"/> is increased)
<input type="checkbox"/> In traffic stops behind vehicles- at	<b><u>Curves</u></b>	<input type="checkbox"/> Uses turn signal to re-enter traffic
<input type="checkbox"/> proper distance (able to see their tires	<input type="checkbox"/> Maintains proper following distance	<input type="checkbox"/> Turns on Master Switch, if necessary
<input type="checkbox"/> touch roadway)	<input type="checkbox"/> Observes conditions, A, B, Traffic	
	<input type="checkbox"/> Decelerates before curve	
	<input type="checkbox"/> Maintains safe speed through curve	
	<input type="checkbox"/> accelerating lightly	

(continued)

<b>Being Passed by Another Vehicle</b>	<b>Backing/Straight</b>	<b>Securing The Bus</b>
___ Maintains proper following distance	___ Stops bus in correct position to back	___ Sets parking brake
___ Observes conditions, A,B, traffic, vehicle preparing to pass	___ Get observer to assist, if possible	___ Places gear selector/shifter in proper position for parking
___ Checks clearance on left side	___ Using mirrors, checks that way is clear to back	___ Checks instruments
___ Maintains safe speed	___ Puts transmission in reverse	___ Shuts off all electrical switches
___ Observes conditions, A, B	___ Using mirrors, backs slowly and smoothly in a straight line	___ Turns off bus, remove key if appropriate
___ Adjusts following distance		
<b>Overtaking &amp; Passing Another Vehicle</b>	<b>Turn Around Using Backing</b>	<b>Post-Trip Inspection</b>
___ Evaluates the need to pass	(Bus in furthest right lane)	___ Checks interior of bus by walking to rear checking each seat and floor for lost or sleeping children, lost items and pick up any trash
___ Maintains proper following distance	___ Activates right turn signal	___ Closes windows and roof hatches
___ Observes conditions A,B, traffic, road signs and markings	___ Maintains slow speed	___ Exits bus through service door, close it
___ Activates left turn signal	___ Observes conditions A,B, L-R-L, traffic, pedestrians	___ Turns and looks at bus to be sure all lights are out
___ When clear, pulls smoothly into passing lane	___ Slowly drives past turn around area, stops	___ Inspects exterior of bus
___ Deactivates turn signal	___ Puts bus in reverse & signals other drivers of intention to back, waits for clearance	
___ Moves smoothly past the vehicle at a safe speed	___ Observes conditions	
___ Activates right turn signal	___ Backs slowly into turn around area, using mirrors	
___ When at least 1 ½ bus lengths ahead of passed vehicle, moves back into right lane	___ Stops, observes conditions	
___ Deactivates right turn signal	___ Signals intention to re-enter roadway	
___ Maintains proper following distance	___ When clear, re-enters road in right lane	
___ Maintains safe speed		

**Section I Training Description:**

Date or dates Section I of training was completed \_\_\_\_\_

Route, size bus and type of brakes driven \_\_\_\_\_

Weather and driving conditions \_\_\_\_\_

Certified Driver Trainer comments

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Driver Applicant's Employer                      Date

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Driver Applicant's Signature                      Date

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Driver Trainer's Signature                      Date

\_\_\_\_\_  
Driver Trainer's Employer                      Date

**TO BE COMPLETED BY THE CERTIFIED DELAWARE SCHOOL BUS DRIVER TRAINER**

**SECTION II - 2 hour Driving by the Driver Applicant With a Certified Trainer and Without Students**

**Training Checklist  
Instructions**

**The Certified Trainer will initial in front of each task performed.** If the task is not performed, leave the task blank. The driver trainer will add a description of the training on the back of the form and include comments and weak areas needing further emphasis. When this section of training is completed, the trainee and certified driver trainee and their respective employers will sign the form (on the back) and submit it with the other records of on-bus training for inclusion in the trainee's permanent file.

Effective June 1, 2004

<b><u>Pre-Trip Inspection</u></b>	<b><u>Intersections</u></b>	<b><u>Pick Up/Discharge of Pupils (simulate)</u></b>
<input type="checkbox"/> Clear mirrors/windows of moisture/dirt	<input type="checkbox"/> Scans ahead for traffic conditions	<input type="checkbox"/> Activates right turn signal
<input type="checkbox"/> Adjusts seat	<input type="checkbox"/> Covers the brake	<input type="checkbox"/> Activates yellow warning lights
<input type="checkbox"/> Checks mirror adjustment	<input type="checkbox"/> Checks for stale green lights & prepare	approx. 10 seconds before stop
<input type="checkbox"/> Checks parking brake set	to stop	<input type="checkbox"/> Stops smoothly off road, if possible
<input type="checkbox"/> Places gear selector in neutral	<input type="checkbox"/> Positions bus in correct lane for turns	<input type="checkbox"/> Stops and checks traffic before
<input type="checkbox"/> Inserts key and starts engine	<input type="checkbox"/> Checks traffic on other side of	opening service door and activating
<input type="checkbox"/> Does not race engine	intersection to ensure room for bus to	overhead flashing red lights
<input type="checkbox"/> Checks gauges	clear intersection	<input type="checkbox"/> Places gear selector in neutral, sets
<input type="checkbox"/> Turns on all lights (incl. red & yellow	<input type="checkbox"/> Yields to pedestrians	parking brake & holds service brake
flashers and strobes (operate at all bus	<input type="checkbox"/> Check L-R-L before leaving a stop	<input type="checkbox"/> Crosses pupils using external P.A.
stops and in reduced visibility))		<input type="checkbox"/> Close service door to turn off overhead
<input type="checkbox"/> Check horn	<b><u>Left Turn</u></b>	flashing red lights before moving
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Observes conditions, traffic, and	<input type="checkbox"/> Checks cross-over mirrors and all
<input type="checkbox"/> Body fluids kit	pedestrians	other mirrors for student/traffic
<input type="checkbox"/> Fire extinguisher- full charge	<input type="checkbox"/> Activates left turn signal	before moving the vehicle
<input type="checkbox"/> Checks seats & interior condition	<input type="checkbox"/> Positions bus in proper lane for turn	<input type="checkbox"/> Observes traffic conditions to rear
walk to rear of bus	<input type="checkbox"/> Observes conditions A, B, L-R-L	<input type="checkbox"/> Activates proper directional signal
<input type="checkbox"/> Roof hatches-operation for escape	traffic, pedestrians, stops if necessary	
and ventilation- Reset, as needed	<input type="checkbox"/> Obeys traffic signs, signals, officers	
<input type="checkbox"/> Emergency windows- operation and	<input type="checkbox"/> Turns when there is clearance in lane	<b><u>Railroad Crossings</u></b>
buzzer	to be entered	<input type="checkbox"/> Turns off Master Switch
<input type="checkbox"/> Emergency triangles (3)- setup	<input type="checkbox"/> Turns smoothly, at safe speed, into	<input type="checkbox"/> Turns off all fans, blowers, AM/FM
<input type="checkbox"/> Opens emergency door from inside-	correct lane of street, clearing center	radio, students quiet
buzzer sounds	line and other obstacles	<input type="checkbox"/> Slows gently
<input type="checkbox"/> Exits bus through service door	<input type="checkbox"/> Deactivates left signal	<input type="checkbox"/> Turns signal to move to shoulder (if
<input type="checkbox"/> Walks around inspection-lights & drips	<input type="checkbox"/> Observes conditions- A,B, traffic	possible
<input type="checkbox"/> Enters bus and fasten seat belt		<input type="checkbox"/> Activates 4-way hazard flashers
<input type="checkbox"/> Turns off appropriate lights	<b><u>Right Turn</u></b>	<input type="checkbox"/> Stops 15'-50' from crossing (on
<input type="checkbox"/> Brake check, move bus to check brake	<input type="checkbox"/> Observes conditions, traffic, and	shoulder if possible)
function	pedestrians	<input type="checkbox"/> Opens driver window
	<input type="checkbox"/> Activates right turn signal	<input type="checkbox"/> Opens service door
	<input type="checkbox"/> Positions bus in proper lane for turn	<input type="checkbox"/> Checks in both directions for
<b><u>Driving In Traffic</u></b>	<input type="checkbox"/> Observes conditions A, B, L-R-L	approaching trains
<input type="checkbox"/> Places foot on brake	traffic, pedestrians, stops if necessary	<input type="checkbox"/> Closes service door before moving bus
<input type="checkbox"/> Releases parking brake	<input type="checkbox"/> Obeys traffic signs, signals, officers	<input type="checkbox"/> Checks traffic on far side of tracks to
<input type="checkbox"/> Places bus in gear	<input type="checkbox"/> Turns when there is clearance in lane	ensure there is room for bus so rear
<input type="checkbox"/> Checks mirrors and traffic	to be entered	does not hang over tracks
<input type="checkbox"/> Signals to enter traffic	<input type="checkbox"/> Turns smoothly, at safe speed, into	<input type="checkbox"/> Crosses railroad tracks (manual trans
<input type="checkbox"/> Following distance, minimum 4 sec.	correct lane of street, clearing center	do not shift)
<input type="checkbox"/> Scans ahead for changing conditions	line and other obstacles	<input type="checkbox"/> Cancels 4-way hazard flashers (may
<input type="checkbox"/> Right lane except to pass	<input type="checkbox"/> Deactivates right signal	be necessary to re-activate 4-way
<input type="checkbox"/> Obeys posted speed limits or slower as	<input type="checkbox"/> Observes conditions- A,B, traffic	hazard flashers until road speed
as conditions require		is increased)
<input type="checkbox"/> In traffic stops behind vehicles- at	<b><u>Curves</u></b>	<input type="checkbox"/> Uses turn signal to re-enter traffic
proper distance (able to see their tires	<input type="checkbox"/> Maintains proper following distance	<input type="checkbox"/> Turns on Master Switch, if necessary
touch roadway)	<input type="checkbox"/> Observes conditions, A, B, Traffic	
	<input type="checkbox"/> Decelerates before curve	
	<input type="checkbox"/> Maintains safe speed through curve	
	accelerating lightly	
	<input type="checkbox"/> Maintains correct position in lane	(continued)



**TO BE COMPLETED BY THE CERTIFIED DELAWARE SCHOOL BUS DRIVER TRAINER**

**Section III - 2 hours Training/Observation by the Certified Delaware School Bus Driver Trainer  
with the Driver Applicant Driving and with Children Aboard**

Effective June 1, 2004

**Instructions**

This segment of the training should be the final session between the driver applicant and the Certified Delaware School Bus Driver Trainer. The trainers should observe the driver applicants in the performance of their duty as school bus drivers and place their initials beside the tasks performed to indicate satisfactory accomplishment of the tasks.

The Certified Trainer will add a description of the training on the back of the form and include comments and weak areas needing further emphasis. When this section of training is completed, the trainee and certified driver trainee and their respective employers will sign the form (on the back) and submit it with the other records of on-bus training for inclusion in the trainee's permanent file.

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| <input type="checkbox"/> Pre-trip inspection               | <input type="checkbox"/> Leaving traffic flow  |
| <input type="checkbox"/> Seat adjustment/seat belt         | <input type="checkbox"/> Being passed  |
| <input type="checkbox"/> Use and adjustment of all mirrors | <input type="checkbox"/> Starting/stopping on grade  |
| <input type="checkbox"/> Starting the engine               | <input type="checkbox"/> Cross over turn movements   |
| <input type="checkbox"/> Putting vehicle in motion         | <input type="checkbox"/> Bridges   |
| <input type="checkbox"/> Braking and stopping              | <input type="checkbox"/> Pedestrians and cycle interaction   |
| <input type="checkbox"/> Shifting                          | <input type="checkbox"/> Railroad crossing   |
| <input type="checkbox"/> Lateral clearance                 | <input type="checkbox"/> Enter and/or merge expressway   |
| <input type="checkbox"/> Left and right turns              | <input type="checkbox"/> Lane changing   |
| <input type="checkbox"/> Driving in reverse                | <input type="checkbox"/> Passing   |
| <input type="checkbox"/> 2 point turns                     | <input type="checkbox"/> Observation of signs, signals, and markings   |
| <input type="checkbox"/> Parking                           | <input type="checkbox"/> Parked vehicles   |
| <input type="checkbox"/> Entering traffic flow             | <input type="checkbox"/> Approaching intersections   |
| <input type="checkbox"/> Lane position/usage               | <input type="checkbox"/> Through intersections   |
| <input type="checkbox"/> Speed control                     | <input type="checkbox"/> Student management  |
| <input type="checkbox"/> Following distance                | <input type="checkbox"/> Pick up and discharge of pupils   |
| <input type="checkbox"/> Curves and hills                  | <input type="checkbox"/> Crossing students using the PA system   |
| <input type="checkbox"/> Yielding right of way             | <input type="checkbox"/> After each run, pull bus over in safe location and<br>check for sleeping students and items |
|  | <input type="checkbox"/> Securing the school bus   |
|  | <input type="checkbox"/> Post-trip Inspection  |

**Section III Training/Observation Description:**

Date or dates Section III of training was completed \_\_\_\_\_

Route, size bus and type of brakes driven \_\_\_\_\_

Weather and driving conditions \_\_\_\_\_

Certified Driver Trainer comments

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Driver Applicant's Employer      Date

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Driver Trainer's Signature      Date

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Driver Applicant's Signature      Date

\_\_\_\_\_  
Trainer's Employer      Date

**ATTACH FORMS FOR SECTION I AND II TRAINING TO THIS FORM**

This is to certify that the school bus driver applicant shown has successfully completed the 6 hours of on-bus training under my supervision. I recommend this applicant for employment as a school bus driver.

\_\_\_\_\_  
Certified Delaware School Bus Driver Trainer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District/School Transportation Supervisor Signature

\_\_\_\_\_  
Date

Effective June 1, 2004