

Certified Driver Trainer

Entry Level Driver Trainee

District/Charter

Section IV is the final segment of the required training for the ELDT. This section can only be completed after proficiency has been shown in Section I, II, III and successfully completed the DMV Road Skills Test and received their "S" endorsement. This section will have the ELDT operate the school bus with children onboard and demonstrate their proficiency in conducting pre-trip, driving maneuvers, loading and unloading of students, railroad crossings, student management, and conducting a post-trip inspection. The CDT will observe all requirements and will sign off on each task once proficiency is demonstrated. This section will be completed once the ELDT has demonstrated proficiency in all areas. The CDT must recommend areas of continued professional development so the ELDT's employer can continue to reinforce training as well as monitor those areas. ***This section must be completed on a school bus route that services students to and from school and has multiple bus stop which load/unload students; this training cannot be completed on a shuttle bus route, activity bus route, or field trip activity.*** Once the ELDT shows proficiency for all required tasks; final signatures are required for the driver to be eligible to operate a school bus with children onboard without a CDT.

1 Pre-Trip Inspection

The trainee must show proficiency in the following areas:

- | | |
|-----------------------|---------------------|
| Lights Checked | Brake Check |
| Tires Checked | Exterior Check |
| Emergency Equipment | Interior Check |
| Mechanical Components | Emergency Equipment |
| Fluid Levels | |

<u>Required Information</u>		
ELDT Is Proficient	Yes	No
<u>Required Initials after Proficient</u>		
Certified Driver Trainer Initials: _____		
Entry-Level Driver Trainee Initials _____		

2 Driving Maneuvers

The trainee must show proficiency in the following areas:

- | | |
|-----------------------|-------------------------------|
| Braking and Stopping | Leaving traffic flow |
| Lateral clearance | Cross over turn movements |
| Driving in reverse | Bridges |
| | Enter/merge |
| 2 point turns | highways/intersections |
| Parking | Pedestrian/cycle intersaction |
| Entering traffic flow | Lane changing |
| | Observation of |
| Lane position/usage | signs,signal,markings |
| Speed Control | Parked Vehicles |
| Following Distance | Approaching intersections |
| Curve and hills | Through intersections |
| Yielding right of way | Observation of tailswing |

<u>Required Information</u>		
ELDT Is Proficient	Yes	No
<u>Required Initials after Proficient</u>		
Certified Driver Trainer Initials: _____		
Entry-Level Driver Trainee Initials _____		

3 Loading/Unloading of Students

The trainee must show proficiency in the following areas:

- | | |
|--|---|
| Activation of amber lights
10 seconds prior
Pulling as far right as possible
(protect right side)
Applying parking brake, while
keeping foot on service brake
Using P.A. System to verbally
signal students it is safe to
cross/load | Activating right turn signal

Opening entrance door once bus
is completley stopped
Checking mirrors/traffic before
signaling students to load
Keeping P.A. System in hand
until students have loaded or
students have cross the road. |
|--|---|

<u>Required Information</u>		
ELDT Is Proficient	Yes	No
<u>Required Initials after Proficient</u>		
Certified Driver Trainer Initials: _____		
Entry-Level Driver Trainee Initials _____		

3 Loading/Unloading of Students - Continued

If unloading and requires students to cross students must be cross using the double cross method.

- 1.) Students wait at crossing gate, driver states "Cross to mirror" students stop at edge of bus
- 2.) Driver checks traffic and provides verbal command "Continue across"

Track students, count students, check mirrors to ensure all students have exited the danger zone area

Wait until the students have seated before canceling red lights/stop sign

Check mirrors and signal before entering traffic lane. Lets traffic continue before pulling back out into traffic

4 Railroad Crossing

If bus route does not encounter a Railroad Crossing CDT must have ELDT simulate the procedure.

The trainee must show proficiency in the following areas:

- | | |
|--|--|
| Activates 4-way hazards | Opens Door & Driver Window |
| Pulls as far right as possible | Look left,right,left,right and listens |
| Stops no farther than 50ft and no closer than 25 ft. | Closes door and proceeds across tracks |
| | Signal and checks mirrors to merge into traffic. |
| Activates noise suppression switch | De-activate Noise Suppression |
| Silence passengers | |
| Places tranmission into neutral, and apply parking brake | |

<u>Required Information</u>		
ELDT Is Proficient	Yes	No
<u>Required Initials after Proficient</u>		
Certified Driver Trainer Initials: _____		
Entry-Level Driver Trainee Initials _____		

5 Student Management

The trainee must show proficiency in the following areas:

- Greets students loading/unloading (welcoming)
- Corrects unsafe behaviors
- Firm, Fair, Friendly and consistent when addressing behaviors
- Appropriate conversation with pupils
- Doesn't engage in conversation while operating bus
- Acknowledges, waves, speaks to parents/guardians at bus stops

<u>Required Information</u>		
ELDT Is Proficient	Yes	No
<u>Required Initials after Proficient</u>		
Certified Driver Trainer Initials: _____		
Entry-Level Driver Trainee Initials _____		

6 Post-Trip Inspection

The trainee must show proficiency in the following areas:

- Secures the School Bus
- Removes key from the ignition
- Morning:** After each run, checks bus on school property for any remaining students or items
- Afternoon:** After each run, pull bus over in safe location and check for sleeping students and items.
- Checks the bus and reports vandalism
- Turns off all lights
- Documents and reports any items that must be repaired

<u>Required Information</u>		
ELDT Is Proficient	Yes	No
<u>Required Initials after Proficient</u>		
Certified Driver Trainer Initials: _____		
Entry-Level Driver Trainee Initials _____		

Section IV Bus Information: (Required)

Bus Number: _____

Bus Serves District/Schools _____

Route Information: **Start Time:** _____ **End Time:** _____

Circle Bus Capacity Size # 48 54 60 66 72 84

Circle Brake Type: Air Hydraulic

Certification of Proficiency for Section IV (Required)

Section IV Finalized Date: _____

Overall Comments(Required): _____

Required Signatures (Trainee & Trainee Employers)

Entry Level Driver Trainee Signature

Entry Level Driver Trainee Employer Signature

Required Certification Signature (CDSBDT)

This is to certify that the School Bus Driver Entry Level Driver Trainee has shown proficiency in completing all required tasks in Section IV under my supervision. I certify this trainee as proficient and ready to complete their daily duty of transporting students to and from school safely.

Certified Delaware School Bus Driver Trainer Signature

Date

Required Signature (District Transportation Supervisor)

This is to certify that the school bus driver applicant has completed training with a authorized CDSBDT and all required section paperwork is complete and submitted to the district.

District Transportation Supervisor Signature

Date

Section IV must be submitted to the district/charter to be uploaded in Transportation Record System.