

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 July 8, 2015

<u>Pre-Trip Inspection</u>	<u>Left Turn</u>	<u>Right Turn</u>
___ Clear mirrors/windows of moisture/dirt	___ Observes conditions, traffic, and pedestrians	___ Observes conditions, traffic, and pedestrians
___ Adjusts seat	___ Activates left turn signal	___ Activates right turn signal
___ Checks mirror adjustment	___ Positions bus in proper lane for turn	___ Positions bus in proper lane for turn
___ Checks parking brake set	___ Observes conditions A, B, L-R-L	___ Observes conditions A, B, L-R-L
___ Places gear selector in neutral	___ Observes conditions A, B, L-R-L	___ Observes conditions A, B, L-R-L
___ Inserts key and starts engine	___ traffic, pedestrians, stops if necessary	___ traffic, pedestrians, stops if necessary
___ Does not race engine	___ Obeys traffic signs, signals, officers	___ Obeys traffic signs, signals, officers
___ Checks gauges	___ Turns when there is clearance in lane	___ Turns when there is clearance in lane
___ Turns on all lights	___ to be entered	___ to be entered
___ Checks seats & interior condition	___ Turns smoothly, at safe speed, into	___ Turns smoothly, at safe speed, into
___ walk to rear of bus	___ correct lane of street, clearing center	___ correct lane of street, clearing center
___ Opens emergency door from inside-	___ line and other obstacles	___ line and other obstacles
___ buzzer sounds	___ Deactivates left signal	___ Deactivates right signal
___ Exits bus through service door	___ Observes conditions- A,B, traffic	___ Observes conditions- A,B, traffic
___ Walks around inspection-lights & drips		
___ Enters bus and fasten seat belt	<u>Pick Up & Discharge of Pupils</u>	<u>Railroad Crossings</u>
___ Turns off appropriate lights	___ Activates right turn signal	___ Turns off Master Switch
___ Brake check, move bus to check brake function	___ Activates yellow warning lights approx. 10 seconds before stop	___ Turns off all fans, blowers, AM/FM radio, students quiet
	___ Stops smoothly off road, if possible	___ Slows gently
<u>Driving In Traffic</u>	___ Stops and checks traffic before opening service door and activating overhead flashing red lights	___ Turns signal to move to shoulder (if possible)
___ Places foot on brake	___ Places gear selector in neutral and holds service brake	___ Activates 4-way hazard flashers
___ Releases parking brake	___ Crosses pupils using external P.A.	___ Stops 15'-50' from crossing (on shoulder if possible)
___ Places bus in gear	___ Closes service door to turn off overhead flashing red lights before moving	___ Opens driver window
___ Checks mirrors and traffic	___ Check cross-over mirrors and all other mirrors for student/traffic before move	___ Opens service door
___ Signal to enter traffic	___ Observes traffic conditions to rear	___ Checks in both directions for approaching trains
___ Following distance, minimum 4 sec.	___ Activates proper directional signal	___ Closes service door before moving bus
___ Scans ahead for changing conditions		___ Checks traffic on far side of tracks to ensure there is room for bus so rear does not hang over tracks
___ Right lane except to pass	<u>Curves</u>	___ Cross railroad tracks (manual trans do not shift)
___ Obeys posted speed limits or slower as as conditions require	___ Maintains proper following distance	___ Cancel 4-way hazard flashers
___ In traffic stops behind vehicles- at proper distance (able to see their tires touch roadway)	___ Observes conditions, A, B, Traffic	___ Uses turn signal to re-enter traffic (may be necessary to re-activate 4-way hazard flashers until road speed Is increased)
	___ Decelerates before curve	___ Is increased)
	___ Maintains safe speed through curve	___ Turn on Master Switch, if necessary
	___ accelerating lightly	
	___ Maintains correct position in lane	
	<u>Backing/Straight</u>	
	___ Stops bus in correct position to back	<u>Being Passed by Another Vehicle</u>
	___ Get observer to assist, if possible	___ Maintains proper following distance
	___ Using mirrors, checks that way is clear to back	___ Observes conditions, A,B, traffic, vehicle preparing to pass
	___ Puts transmission in reverse	___ Checks clearance on left side
	___ Using mirrors, backs slowly and smoothly in a straight line	___ Maintains safe speed
		___ Observes conditions, A, B
		___ Adjusts following distance

(continued)

Overtaking & Passing Another Vehicle	Turn Around Using Backing	Securing The Bus
___ Evaluates the need to pass	(Bus in furthest right lane)	___ Sets parking brake
___ Maintains proper following distance	___ Activates right turn signal	___ Places gear selector/shifter in proper
___ Observes conditions A,B, traffic, road signs and markings	___ Maintains slow speed	___ position for parking
___ Activates left turn signal	___ Observes conditions A,B, L-R-L, traffic, pedestrians	___ Checks instruments
___ When clear, pulls smoothly into passing lane	___ Slowly drives past turn around area, stops	___ Shuts off all electrical switches
___ Deactivates turn signal	___ Puts bus in reverse & signals other drivers of intention to back, waits for clearance	___ Turns off bus, remove key if appropriate
___ Moves smoothly past the vehicle at a safe speed	___ Observes conditions	Post-Trip Inspection
___ Activates right turn signal	___ Backs slowly into turn around area, using mirrors	___ 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
___ When at least 1 ½ bus lengths ahead of passed vehicle, moves back into right lane	___ Stops, observes conditions	___ Closes windows and roof hatches
___ Deactivates right turn signal	___ Signals intention to re-enter roadway	___ Exits bus through service door, close it
___ Maintains proper following distance	___ When clear, re-enters road in right lane	___ Turns and looks at bus to be sure all lights are out
___ Maintains safe speed		___ Inspects exterior of bus

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

Driver Applicant's Employer Date

Driver Trainer's Signature Date

Driver Applicant'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 July 8, 2015

<u>Pre-Trip Inspection</u>	<u>Left Turn</u>	<u>Right Turn</u>
___ Clear mirrors/windows of moisture/dirt	___ Observes conditions, traffic, and pedestrians	___ Observes conditions, traffic, and pedestrians
___ Adjusts seat	___ Activates left turn signal	___ Activates right turn signal
___ Checks mirror adjustment	___ Positions bus in proper lane for turn	___ Positions bus in proper lane for turn
___ Checks parking brake set	___ Observes conditions A, B, L-R-L traffic, pedestrians, stops if necessary	___ Observes conditions A, B, L-R-L traffic, pedestrians, stops if necessary
___ Places gear selector in neutral	___ Obeys traffic signs, signals, officers	___ Obeys traffic signs, signals, officers
___ Inserts key and starts engine	___ Turns when there is clearance in lane to be entered	___ Turns when there is clearance in lane to be entered
___ Does not race engine	___ Turns smoothly, at safe speed, into correct lane of street, clearing center line and other obstacles	___ Turns smoothly, at safe speed, into correct lane of street, clearing center line and other obstacles
___ Checks gauges	___ Deactivates left signal	___ Deactivates right signal
___ Turns on all lights	___ Observes conditions- A,B, traffic	___ Observes conditions- A,B, traffic
___ Checks seats & interior condition		
___ Walks around inspection-lights & drips		
___ Enters bus and fasten seat belt	<u>Pick Up & Discharge of Pupils</u>	<u>Railroad Crossings</u>
___ Turns off appropriate lights	___ Activates right turn signal	___ Turns off Master Switch
___ Brake check, move bus to check brake function	___ Activates yellow warning lights approx. 10 seconds before stop	___ Turns off all fans, blowers, AM/FM radio, students quiet
	___ Stops smoothly off road, if possible	___ Slows gently
<u>Driving In Traffic</u>	___ Stops and checks traffic before opening service door and activating overhead flashing red lights	___ Turns signal to move to shoulder (if possible)
___ Places foot on brake	___ Places gear selector in neutral and holds service brake	___ Activates 4-way hazard flashers
___ Releases parking brake	___ Crosses pupils using external P.A.	___ Stops 15' -50' from crossing (on shoulder if possible)
___ Places bus in gear	___ Close service door to turn off overhead flashing red lights before moving	___ Opens driver window
___ Checks mirrors and traffic	___ Check cross-over mirrors and all other mirrors for student/traffic before move	___ Opens service door
___ Signals to enter traffic	___ Observes traffic conditions to rear	___ Checks in both directions for approaching trains
___ Following distance, minimum 4 sec.	___ Activates proper directional signal	___ Closes service door before moving bus
___ Scans ahead for changing conditions		___ Checks traffic on far side of tracks to ensure there is room for bus so rear does not hang over tracks
___ Right lane except to pass	<u>Curves</u>	___ Cross railroad tracks (manual trans do not shift)
___ Obeys posted speed limits or slower as as conditions require	___ Maintains proper following distance	___ Cancel 4-way hazard flashers
___ In traffic stops behind vehicles- at proper distance (able to see their tires touch roadway)	___ Observes conditions, A, B, Traffic	___ Uses turn signal to re-enter traffic (may be necessary to re-activate 4-way hazard flashers until road speed Is increased)
	___ Decelerates before curve	___ Turn on Master Switch, if necessary
	___ Maintains safe speed through curve accelerating lightly	
	___ Maintains correct position in lane	
	<u>Backing/Straight</u>	
	___ Stops bus in correct position to back	<u>Being Passed by Another Vehicle</u>
	___ Get observer to assist, if possible	___ Maintains proper following distance
	___ Using mirrors, checks that way is clear to back	___ Observes conditions, A,B, traffic, vehicle preparing to pass
	___ Puts transmission in reverse	___ Checks clearance on left side
	___ Using mirrors, backs slowly and smoothly in a straight line	___ Maintains safe speed
		___ Observes conditions, A, B
		___ Adjusts following distance

(continued)

Overtaking & Passing Another Vehicle	Turn Around Using Backing	Securing The Bus
___ Evaluates the need to pass	(Bus in furthest right lane)	___ Sets parking brake
___ Maintains proper following distance	___ Activates right turn signal	___ Places gear selector/shifter in proper position for parking
___ Observes conditions A,B, traffic, road signs and markings	___ Maintains slow speed	___ Checks instruments
___ Activates left turn signal	___ Observes conditions A,B, L-R-L, traffic, pedestrians	___ Shuts off all electrical switches
___ When clear, pulls smoothly into passing lane	___ Slowly drives past turn around area, stops	___ Turns off bus, remove key if appropriate
___ 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	Post-Trip Inspection
___ Activates right turn signal	___ Backs slowly into turn around area, using mirrors	___ 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
___ When at least 1 ½ bus lengths ahead of passed vehicle, moves back into right lane	___ Stops, observes conditions	___ Closes windows and roof hatches
___ Deactivates right turn signal	___ Signals intention to re-enter roadway	___ Exits bus through service door, close it
___ Maintains proper following distance	___ When clear, re-enters road in right lane	___ Turns and looks at bus to be sure all lights are out
___ Maintains safe speed		___ Inspects exterior of bus

Section II Training Description:

Date or dates Section II of training was completed _____

Route, size bus and type of brakes driven _____

Weather and driving conditions _____

Certified Driver Trainer comments

ATTACH FORM FOR SECTION I TRAINING TO THIS FORM

Driver Applicant's Employer Date

Driver Trainer's Signature Date

Driver Applicant's Signature Date

Driver Trainer's Employer Date

District Transportation Supervisor Signature Date

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 July 8, 2015

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.

- | | |
|--|---|
| <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 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

Driver Applicant's Employer Date

Driver Trainer's Signature Date

Driver Applicant's Signature Date

Trainer's Employer Date

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 Transportation Supervisor Signature

Date

FILE WITH THE SECTION I AND II TRAINING FORMS IN TRS- Training-Behind-the-Wheel

Effective July 8, 2015