



BUS DRIVER SAFETY TRAINING PACKAGE

SAFE DRIVING CHECKLIST

THE MOST COMPREHENSIVE LIST OF SAFE DRIVING RULES APPEAR IN THE COMMERCIAL DRIVER'S HANDBOOK TO WHICH DRIVERS WHO POSSESS A COMMERCIAL DRIVER'S LICENSE HAVE ALREADY BEEN EXPOSED.

THIS SAFE DRIVING CHECKLIST IS **NOT** A SUBSTITUTE FOR THE CONTENT OF THE COMMERCIAL DRIVER'S HANDBOOK. RATHER, THE PURPOSE OF THIS CHECKLIST IS TO PROVIDE REFRESHER TRAINING ON CRITICAL VEHICULAR SAFETY RULES WHICH DEAL WITH FREQUENT SITUATIONS TO WHICH DRIVERS OF SCHOOL BUSES CAN BE EXPOSED.

RULES WHICH ARE CONFUSING OR NEED FURTHER CLARIFICATION SHOULD BE DISCUSSED DURING TRAINING. WHEN YOU **UNDERSTAND** THE RULE, PLEASE SIGN YOUR FIRST/LAST NAME AT THE END TO SHOW THAT YOU HAVE READ AND FULLY UNDERSTAND THE MEANING OF THE RULE OR PROCEDURES. **NO INITIALS**, PLEASE!

BEFORE THE TRIP

- Each driver who drives the school bus must have a valid Driver's License with no more than 5 points on their license.

- Individual's responsibility for safe operation of any bus must be verified that drivers are capable of operating the vehicle prior to unsupervised driving including completion of license check and training program.
- Drivers must perform a pre-operational check of the vehicle completing the required vehicle inspection sheet ***before the vehicle leaves the school***. The pre-trip inspection report should remain with the driver throughout the trip and upon returning to the school. And it should be turned into the Bus Administrator. Also, mileage must be reported on the provided sheet in the bus.
- Drivers must be familiar with and accountable for all safety policies and procedures.

EN-ROUTE PROCEDURES

- Drivers are required to wear seat belt at all times the vehicle is in operation. Drivers are also personally responsible for making sure all passenger clients are also wearing their seatbelt at all times the vehicle is in operation (**assuming bus is equipped with seat belts**).
- Depart on time and stay on schedule, but *never at the expense of passenger safety*.
- Drive safely and smoothly. Operate at all times in compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which the vehicle is being operated.
- Drivers must drive defensively, observing all speed limits and other traffic laws while operating the vehicle; Be very careful when approaching intersections and never make an abrupt move/turn that could possibly cause your bus to turn over! Also, come to a complete stop at all stop signs.
- A vehicle with passenger doors in the open position should not be operated with passengers aboard. The doors should not be opened until the vehicle is stopped or at a railroad crossing. A vehicle with inoperable doors should not be operated with passengers aboard.
- Passengers are not permitted to stand while our vehicle is in motion including standing in the stepwells of the vehicle.

- Fueling the vehicle when passengers are aboard should always be avoided unless it is absolutely necessary.
- Vehicles should not be left unattended at any time when passengers are aboard.
- Drivers may NOT use personal cell phone while driving the vehicle and
- **NO audio devices with headphones or earplugs covering both ears permitted while driving.**
- When actually driving, you should have both hands on the steering wheel at all times.
- Drivers should plan their route in a manner that minimizes or eliminates the need for backing and other maneuvers that increase the risk of an accident.
- Drivers should choose the safest location possible to park vehicles.
- Windshields, windshield wipers, headlights, tail lights, emergency light covers, side windows, and mirrors must be kept clean at all times.
- Vehicles should never be left running and keys should be removed whenever a vehicle is left unattended.
- Know the clearance for the bus to assure it can clear bridges, canopies, etc.
- **Never** let a passenger off the bus and into the street!

DRIVING IN INCLEMENT WEATHER

A number of driving hazards including reduced visibility, reduced steering control, and frequent braking are created when operating a vehicle during inclement weather. The following guidelines must be followed by Drivers operating the bus during times of inclement weather:

- Increase the stopping distance between the bus and other vehicles.
- Be aware that bridges will freeze before other areas due to their elevation above the ground.

- Black ice on asphalt roads cannot be seen. If the potential for black ice exists, drivers should exercise extreme caution.
- When rain first begins, the water may mix with oil on the road surface creating a potentially hazardous situation. Caution should be exercised.
- To reduce instances of hydroplaning on standing water, reduce speed and always keep tires at a proper inflation.
- Avoid driving into deep puddles if possible. If deep puddles are impossible to avoid, slow down before entering the puddle, keep a firm grip on the steering wheel, and do not brake.
- When driving through high water, slow down and place the transmission in a low gear. When the vehicle exits the water, apply light pressure on the brakes repeatedly for a short distance. When it is safe to do so, make a test stop to assure that the brakes are sufficiently dry and operational.

When driving in fog, slow down, turn on low beam lights, and use the right edge of the roadway to identify and maintain road position.

- When driving on slippery surfaces, lightly tap the brakes when needed to prevent brake locking.
- When a skid occurs, steer in the direction of the skid.

DRIVING AT NIGHT

There are a number of hazards including reduced visibility, glare, the need for increased reaction time, and an increased number of tired or intoxicated drivers who are associated with night driving. The following procedures should be utilized to help drivers prepare for safe night driving:

- Inspect and clean headlights, tail lights, windshield, clearance lights, reflectors, and turn signals.
- During darkness, interior lighting and lighting of stepwells on vehicles should be sufficient for passengers to enter and exit safely.

- Increase your space cushion by driving a slightly slower speed than you would during the day; never allow speed to exceed headlight visibility.
- Turn on lights early and avoid the glare of oncoming bright lights by watching the right edge of the roadway. If someone is needlessly using bright light, do not turn your bright lights on in response to their lights.
- Do not brake more than necessary. Use engine and lower gears to help you to slow down the vehicle when traction is poor.
- Keep the fuel tank at least one fourth full at all times to avoid possibility of depleting gasoline and becoming stranded in an area where gasoline station may not be near.

BACKING-UP

As previously indicated, backing is strongly discouraged. If backing is absolutely necessary, the following procedures should be utilized:

- Except when backing out of a parking stall, drivers should only back a vehicle when it is absolutely necessary. If it becomes necessary to back the vehicle while the vehicle is in service, the driver should use an adult as a spotter if necessary. The use of a spotter does not relieve the driver of the responsibility to back the vehicle safely.
- Before backing, check carefully in all directions including the rear of the vehicle.
- Always turn on the emergency flashers when attempting to back.
- If the vehicle does not have a working backup alarm, begin honking the horn and continue to give short continuous beeps on the horn while the vehicle is in motion.
- As a rule when stopping in traffic, stop far enough back to see the rear tires on the vehicle ahead. This allows a driver the ability to go around a stalled vehicle on the left or right without the need for backing.

- Do not enter intersections and crosswalks until they are free of traffic and avoid all positions where backing a large vehicle would be required.
- If the view is obstructed, the driver should exit the vehicle when it is reasonably safe to do so to check behind and around the vehicle.

DEALING WITH BRAKE FAILURE

The guidelines below are provided to assist drivers in safely maneuvering a vehicle during brake failure:

- Do not force the brake to the floor as this destroys any chance of rebuilding brake pressure.
- Gently pump the brake pedal to see if you can restore pressure.
- Sound horn and flash lights to alert other drivers of the problem.
- Shift to the lowest gear possible.
- Remain calm and guide the vehicle into an environment where it can be slowed and brought to a natural stop.
- Look for a natural upgrade or a large open parking lot that can be used to coast the vehicle to a stop.
- Do not pull the parking brake unless there is no other alternative as it can put the vehicle in a tailspin. If the parking brake is utilized, leverage should be controlled by hand to prevent the brakes from locking.

TIRE PROBLEMS

To ensure that the vehicle remains under driver control *in the event of a tire blowout*, the following procedure should be followed:

- The loud bang of a tire blowout is an easily recognizable sound although it may take several seconds for the vehicle to react. If the sound of a blowout is heard, stop the vehicle immediately.
- Thumping or heavy vibration is often indicative of a flat tire. If these events occur, the vehicle should be stopped immediately.
- A heavy feeling in steering is often indicative of a front tire flat while a flat on the rear of the vehicle will often cause a feeling of sliding. If these events occur, the vehicle should be stopped immediately.
- In the event of a flat or blowout, the steering wheel should be firmly gripped until the vehicle can be brought to a safe stop.
- When a tire failure occurs, immediately release the accelerator pedal until the vehicle slows down. As the vehicle slows, gently pump the brakes and find a location to safely pull off the road. After stopping, check all tires and promptly notify School Administration of the situation.

RIGHT TURNS ON RED AND CROSSING RAILROAD TRACKS

When driving a bus (14 passenger and driver), you may NOT turn right on a red light. Also, the bus and all other passenger vans MUST stop before crossing railroad tracks regardless of whether or not a train is approaching the crossing. The following procedures were designed to insure safety for the driver as well as the passengers and other motorists and must be utilized when approaching and crossing railroad tracks:

Upon approaching a railroad crossing, proceed into the far right lane of two lane road.

Turn on the four-way flashers at a minimum of 100 feet before reaching the railroad tracks.

As you approach the track, roll down window, turn off heaters, fans, etc. (If passengers are noisy, ask them to remain quiet so that a train can be heard if one is approaching.)

Stop the vehicle no closer than fifteen (15) feet and no further than fifty (50) feet away from the track. The vehicle must stop behind the white line, if such line is present, and not in the path of the crossing barrier.

Open the vehicle door and listen for an approaching train before proceeding across the tracks. Look in both directions while listening. (When operating a vehicle with an electric door, it will be necessary to place the lever in PARK position before activating the door.)

If it is concluded that no train is approaching, close the door, move lever to DRIVE position on buses with electric doors, check left mirror for traffic, proceed slowly over the tracks to avoid vehicle damage, and turn off the four-way flashers after the vehicle is across the tracks.

VEHICLE LIGHTING

The following guidelines apply to all transit vehicles during operation:

- Lights should be turned on during the period from sunset to sunrise.
- Lights should be turned on when windshield wipers are in use as a result of rain, fog, smoke, or snow.
- During darkness, interior lighting and lighting on step wells in buses should be available for passengers to enter and exit the bus safely.
- Use lights when inclement weather or environmental factors reduce the ability to discern persons and vehicles on a street and highway at a distance of 500 feet.
- Four-way hazard lights must be used when:
 - a vehicle is disabled or involved in an accident
 - parking a vehicle in an area where the vehicle cannot park completely off the roadway.
 - stopping at a railroad crossing.
 - stops or other situations make the use of lights appropriate.

EMERGENCY PROCEDURES

- In any accident or emergency situation involving the bus, the school should be represented at the scene by only one individual in any ensuing discussion with authorities, insurance representatives, etc. The driver will be the spokesperson on the scene for the school in any such situation.
 - In case of a vehicle break down, the driver should contact the School Administrator immediately.
 - In case of an accident, the driver or a passenger should call 911 and contact the School Administrator immediately.
 - The driver is responsible for filling out all forms required by the law enforcement as well as accident reports required by the school.
 - If you must stop on a road or the shoulder of any road, you must put out your emergency warning devices within ten minutes. Place your warning devices at the following locations:
 - If you stop on a two-lane road carrying traffic in both directions or on an undivided highway, place warning devices within ten feet of the front or rear corners to mark the location of the vehicle and 100 feet behind and ahead of the vehicle, on the shoulder or in the lane you stopped in.
 - Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - If you must stop on or by a one-way or divided highway, place warning devices 10 feet, and 200 feet toward the approaching traffic.
 - When putting out the triangles, hold them between yourself and the oncoming traffic for your own safety so other drivers can see you!
 - **When it is necessary to evacuate the bus** (such as fire or other emergency), calmly assist the passengers and instruct them to move to ***a specific safe zone away from the bus*** (defined by driver) and remain there until emergency has ended.
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(Non CDL drivers) Checklist Test:

Driver _____

S U 1. Does not use personal cell phone while driving and when passengers are on board.

S U 2. Does not slouch in the seat while driving. Arms are not on or out of window frame.

S U 3. Is wearing sturdy shoes which are fully covering foot. No sandals, flip-flops, or open toed shoes.

S U 4. Uses seat belt correctly at all times.

S U 5. Checks to make sure all passengers are using seat belts.

S U 5. Both hands on steering wheel at the 9 and 3 or the 10 and 2 position.

S U 6. Uses signals for all maneuvers in traffic.

S U 7. Does not jerk the vehicle when stopping and starting.

S U 8. Uses the brakes without stomping or slamming (stops vehicle smoothly).

S U 9. Presses the brakes slightly to warn tailgaters to slow down or uses flashers when there

is an emergency on the road and vehicle must come to a quick stop.

S U 10. Does not whip around corners, slows down to 2 to 5 miles per hour when turning

corners. Positions vehicle for proper safe turns. (Squares the corner and does not

cross over curving when turning.)

S U 11. Does not travel too slow or too fast for conditions of the road or for the posted speed

limit. Always drives appropriate speed for conditions.

S U 12. Keeps four seconds distance between vehicles ahead and our bus.

S U 13. Does not start into an intersection without proper caution, uses the four second rule.

Keeps safety cushion under control.

S U 14. Slows down when green light has been green for some time at a distance.

S U 15. When approaching railroad track, rolls down window and then stops 15 to 50 feet from railroad tracks, opens door, uses flashers, and looks and listens. Closes door and then proceeds across tracks.

S U 16. Stops at the plane of the intersection before entering traffic from parking lot, etc.

S U 17. Checks mirrors, looks over shoulder, signals, moves into passing lane, signals and returns to proper lane.

S U 18. Stops behind plane of intersection. Does not cross over white line at the intersection.

S U 19. Signals at proper distance for an intended turn. Cancels signal when maneuver is completed.

S U 20. Keeps schedule safely; does not jeopardize safety for schedule.

S U 21. Keeps the four second rule in mind when following someone in *all dry weather conditions*. Adds seconds when weather conditions dictate a change in driving behavior. Keeps safety cushion in control.

S U 22. Does NOT enter area under a canopy which would cause bus to hit canopy.

S U 23. Does NOT park bus at an entrance for an unnecessary period of time causing other vehicles not to be able to get to entrance.

S U 24. Gets out and looks behind vehicle, for obstacles, before backing or uses spotter.

S U 25. Uses defensive driving skills throughout the trip; i.e. Keep eyes moving, leave yourself an out, make sure they see you, gets the big picture, aims high in steering.

Driver's Name: _____

Driver SSN# _____

Driver's Signature: _____

Date: _____

By signature and date, the driver verifies that each skill and knowledge shown on these pages of the (My School) Driver Training Package has been read and he/she has had the opportunity to demonstrate their knowledge based on oral or written questions which has been asked.

FOR OFFICE USE ONLY

MAJOR STRENGTH:

**IMPROVEMENTS NEEDED BASED ON SPECIFIC EVALUATION (LIST):
FOLLOWUP:**

OVERALL EVALUATION (CIRCLE ONE): Satisfactory Unsatisfactory

Driver's Name _____

Social Security No _____

Operator's Driver's License No _____

State _____

Type of bus _____

If road test is required:

This is to certify that the above-named driver was given a road test under my supervision on _____, 20_____, consisting of approximately ___ miles of driving. It is my considered opinion that this driver possesses sufficient driving skill to operate safely the type of 14 passenger motor vehicle listed above.

Signature of examiner _____

Name _____

Title _____

Reviewed by School Administrator:

Signature of Administrator_____

Name_____

Title_____