**Behind-the-Wheel**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Driver’s Name: |  | | | School Division: | | |  | |
| Driver’s License #: |  | | | Area or Office: | | |  |  |
| Date of Birth: |  |  |  | Date: | |  | | |
|  |  |  |  |  | | |  |  |
| * Range Training | | | Trainer: | |  | | | |
| * Public Street Training | | | Bus # : | | Bus Type: | | | |

***Check “Y” for yes if the trainee satisfactorily performs the task. Check “N” if no.***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Prior to Driving | (Y) | (N) |  |  | 4. Backing | | | (Y) | (N) | |
| Pre-trip Inspection – The trainee is able to conduct a proper pre-trip inspection |  |  |  |  | Determines if it is safe to back | | |  |  | |
| Mirror Adjustment – The trainee is able to identify proper mirror adjustment |  |  |  |  | Traffic checks / checks mirrors | | |  |  | |
| Self-Check – The driver is able to perform a self evaluation and is prepared physically and mentally for task |  |  |  |  | Activates four-way flashers | | |  |  | |
| Adjust seat |  |  |  |  | Stops the bus in the proper position (Gets out and walks around if safe or required) | | |  |  | |
| Fastens seat belt |  |  |  |  | Request for use of a helper | | |  |  | |
| 2. Starting the Bus / Driving Forward | (Y) | (N) |  |  | Bus is clearly visible from a safe distance in both directions | | |  |  | |
| Sets brake and the bus is placed in neutral gear |  |  |  |  | Shift into reverse, blows horn | | |  |  | |
| Uses lights, wipers, strobe light for conditions |  |  |  |  | Re-checks traffic and mirrors | | |  |  | |
| Starts engine |  |  |  |  | Uses mirrors while backing | | |  |  | |
| Checks gauges |  |  |  |  | Backs slowly | | |  |  | |
| Proper foot placement on pedal |  |  |  |  | Places bus in proper position | | |  |  | |
| Releases Parking Brake and selects correct gear |  |  |  |  | Comes to a stop, shift into proper gear  cancels hazards lights | | |  |  | |
| Proper hand placement |  |  |  |  | Activates proper signal | | |  |  | |
| Observes environment before moving the vehicle |  |  |  |  | Checks traffic before proceeding | | |  |  | |
| Uses mirrors / reference points |  |  |  |  | 5. Turnarounds | | | (Y) | (N) | |
| Smooth, controlled vehicle movement |  |  |  |  | Executes a safe and legal turnaround | | |  |  | |
| Proper lane positioning |  |  |  |  | Uses mirrors correctly | | |  |  | |
| Controlled braking |  |  |  |  | Observes Line-of-Sight distances | | |  |  | |
| 3. Stopping | (Y) | (N) |  |  | 6. Left and Right Turns | Left Turn | | Right Turn | | |
| Makes smooth, complete stops |  |  |  |  |  | (Y) | (N) | (Y) | | (N) |
| Adequate depth perception |  |  |  |  | Checks for traffic |  |  |  | |  |
| Uses cross-view mirrors |  |  |  |  | Checks mirrors |  |  |  | |  |
| Uses reference points |  |  |  |  | Gives signal and adjust speed or stops |  |  |  | |  |
| Notes: |  |  |  |  | Checks for pedestrians /blind spots |  |  |  | |  |
|  |  |  |  |  | Uses references points |  |  |  | |  |
|  |  |  |  |  | Proper hand positioning /proper gear |  |  |  | |  |
| Checks traffic |  |  |  | |  |
|  |  |  |  |  | Initiates turn correctly/proper hand placement |  |  |  | |  |
|  |  |  |  |  | Enters correct lane |  |  |  | |  |
|  |  |  |  |  | Completes turn |  |  |  | |  |
|  |  |  |  |  | Deactivates signal, accelerates |  |  |  | |  |

**Behind-the-Wheel**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7. Intersections | (Y) | (N) |  |  | 12. Interstate or Limited Access Highway | (Y) | (N) |
| Proper approach speed and lane position |  |  |  |  | Merging onto roadway |  |  |
| Checks traffic |  |  |  |  | Exiting off of roadway |  |  |
| Observes signs / traffic control devices |  |  |  |  | 13. Parking the Bus | (Y) | (N) |
| Checks for pedestrians |  |  |  |  | Parking on Grade (see checklist below) |  |  |
| Manages a space gap |  |  |  |  | Parallel Parking (see checklist below) |  |  |
| Uses mirrors (if turning) |  |  |  |  | Alley or Dock Parking (see checklist below) |  |  |
| Checks blind spots (if turning) |  |  |  |  | * Checks for traffic or pedestrians |  |  |
| Responds to Line of Sight/Path of Travel |  |  |  |  | * Uses signals |  |  |
| Crosses at a safe speed |  |  |  |  | * Uses mirrors |  |  |
| 8. Lane Changing | (Y) | (N) |  |  | * If backing, shifts into reverse, blows horn, uses hazards |  |  |
| Checks traffic |  |  |  |  | * Bus placement |  |  |
| Uses signal |  |  |  |  | * Sets parking brake and places into neutral |  |  |
| Checks mirrors and blind spots |  |  |  |  | 14. Railroad Crossing | (Y) | (N) |
| Moves into lane and cancels signal |  |  |  |  | Checks mirrors and taps brakes |  |  |
| 9. Curves | (Y) | (N) |  |  | Uses hazards |  |  |
| Checks traffic |  |  |  |  | Stops bus within 15-50 feet of crossing |  |  |
| Observes road width and road shoulder |  |  |  |  | Turns off noisy equipment |  |  |
| Proper speed and lane position |  |  |  |  | Shifts to sufficient gear |  |  |
| 10. Downgrade | (Y) | (N) |  |  | Checks tracks |  |  |
| Checks traffic |  |  |  |  | Turns off hazard lights |  |  |
| Checks mirrors |  |  |  |  | Proceeds across tracks |  |  |
| Maintains proper speed/proper gear |  |  |  |  | Does not shift gears until bus is off tracks |  |  |
| Hazard lights, if slow |  |  |  |  | 15. Evacuation Training Completed | (Y) | (N) |
| Proper braking |  |  |  |  | *\*\*\*Do not count as seat time\*\*\** |  |  |
| 11. Upgrade | (Y) | (N) |  |  | 16. Emergency Flare Training Completed | (Y) | (N) |
| Checks traffic |  |  |  |  | *\*\*\*Do not count as seat time\*\*\** |  |  |
| Checks mirrors |  |  |  |  | 17. Fire Extinguisher Training Completed | (Y) | (N) |
| Maintains proper speed/proper gear |  |  |  |  | *\*\*\*Do not count as seat time\*\*\** |  |  |
| Hazard lights, if slow |  |  |  |  |  |  |  |
| Proper braking |  |  |  |  |  |  |  |

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| Notes: |

**Loading and Unloading**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Driver’s Name: |  | | | School Division: | | |  | |
| Driver’s License #: |  | | | Area or Office: | | |  |  |
| Date of Birth: |  |  |  | Date: | |  | | |
|  |  |  |  |  | | |  |  |
| * Off-Street Training | | | Trainer: | |  | | | |
| * On-Street Training | | | Bus # : | | Bus Type: | | | |

***Check “Y” for yes if the trainee satisfactorily performs the task. Check “N” if no.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Loading the Bus | (Y) | (N) |  |  | Unloading the Bus | (Y) | (N) |
| Checks traffic |  |  |  |  | Checks traffic |  |  |
| Proper speed and approach |  |  |  |  | Proper speed and approach |  |  |
| Activates warning lights at correct distance |  |  |  |  | Activates warning lights at correct distance |  |  |
| Proper braking |  |  |  |  | Proper braking |  |  |
| Proper steering |  |  |  |  | Proper steering |  |  |
| Stops the bus at proper location\* |  |  |  |  | Stops the bus at proper location\* |  |  |
| Scans environment for dangers or threats |  |  |  |  | Scans environment for dangers or threats |  |  |
| Sets parking brake and shifts into neutral |  |  |  |  | Sets parking brake and shifts into neutral |  |  |
| Opens door (when the bus is stopped) |  |  |  |  | Opens door (when the bus is stopped) |  |  |
| Observes that all traffic has stopped |  |  |  |  | Observes that all traffic has stopped |  |  |
| Signals to those children who have to cross roadway using appropriate hand signal |  |  |  |  | Signals to those children who have to cross roadway using appropriate hand signal |  |  |
| Accounts for children |  |  |  |  | Accounts for children |  |  |
| Checks mirrors and danger zone |  |  |  |  | Checks mirrors and danger zone |  |  |
| Checks that passengers are seated |  |  |  |  | Re-checks mirrors and danger zone |  |  |
| Re-checks mirrors and danger zone |  |  |  |  | Shifts into gear |  |  |
| Shifts into gear |  |  |  |  | Closes door |  |  |
| Closes door |  |  |  |  | Releases parking brake |  |  |
| Releases parking brake |  |  |  |  | Checks traffic and mirrors before moving |  |  |
| Checks traffic and mirrors before moving |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\*Bus must be placed within the travel lane and cannot block intersections or encroach on other travel lanes on the roadway. Bus should stop before getting to a point where children are standing at the edge of the road.*

Notes:

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| Exercise | DATE | INSTRUCTOR | START TIME | BREAKS | END TIME | **TOTAL TIME** |
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| Total Time |  | | |  |  |  |
| Cumulative Time (minus breaks) |  | | |  |  |  |