



HUMAN PERFORMANCE FACTORS

Attachment 2 – Durham School Services Training Record

Chattanooga, TN

HWY17MH009

(49 pages)

Durham School Services
Behind The Wheel
Training Record

Driver's Last Name: Walker

Driver's First Name: Johnthony

SSN: _____ CDL#: [REDACTED]

DOB: [REDACTED] CSC# _____

Topic	Sub-topic	Driver's Initials	Trainer's Initials	Date Training Complete	Comments
Preparing to Drive					
	Learning Objective	[REDACTED]	[REDACTED]	1/25/16	
	Guidelines	[REDACTED]	[REDACTED]	1/25/16	
Bus Orientation					
	Learning Objective	[REDACTED]	[REDACTED]	1/25/16	
	Bus Type	[REDACTED]	[REDACTED]	1/25/16	
	Location of Controls	[REDACTED]	[REDACTED]	1/25/16	
	Gauges	[REDACTED]	[REDACTED]	1/25/16	
	Safety Equipment	[REDACTED]	[REDACTED]	1/25/16	
	Exits	[REDACTED]	[REDACTED]	1/25/16	
	Seat Belts	[REDACTED]	[REDACTED]	1/25/16	
	Seat Adjustment	[REDACTED]	[REDACTED]	1/25/16	
	Lifts	[REDACTED]	[REDACTED]	1/25/16	
	Tie-downs	[REDACTED]	[REDACTED]	1/25/16	
	Mirror Types	[REDACTED]	[REDACTED]	1/25/16	
Vehicle Condition Reports					
	Learning Objective	[REDACTED]	[REDACTED]	1/25/16	
	Importance of The VCR	[REDACTED]	[REDACTED]	1/25/16	
	Completing the VCR	[REDACTED]	[REDACTED]	1/25/16	
	Reporting Defects	[REDACTED]	[REDACTED]	1/25/16	
	CSC Practices	[REDACTED]	[REDACTED]	1/25/16	
Pre-trip and Post-trip Inspections					
	Learning Objective	[REDACTED]	[REDACTED]	3-22-16	
	Importance of Pre-trip	[REDACTED]	[REDACTED]	3-22-16	
	How to complete a Pre-trip	[REDACTED]	[REDACTED]	3-22-16	
	How to complete a Post-trip	[REDACTED]	[REDACTED]	3-22-16	
	When to Complete:	[REDACTED]	[REDACTED]	3-22-16	
	Pre-trip	[REDACTED]	[REDACTED]	3-22-16	
	Mid-trip	[REDACTED]	[REDACTED]	3-22-16	
	Post-trip	[REDACTED]	[REDACTED]	3-22-16	
	Inside Walk Through	[REDACTED]	[REDACTED]	3-22-16	
	First Outside Walk-around	[REDACTED]	[REDACTED]	3-22-16	
	Second Walk-around	[REDACTED]	[REDACTED]	3-22-16	
	Child Check	[REDACTED]	[REDACTED]	3-22-16	
	Daily Cleaning	[REDACTED]	[REDACTED]	3-22-16	

Driver's Name: Johnthony Walker

Topic	Sub-topic	Driver's Initials		Trainer's Initials		Date Training Complete	Comments
Brake Usage and Brake Systems							
	Learning Objective					04/04	
	Definitions					04/04	
	Correct Brake Usage					04/04	
	Brake Systems					04/04	
Brake Inspection Procedures							
	Learning Objectives					04/04	
	Dual Air Brake Introduction					04/04	
	Inspection Procedure					04/04	
	Static Test #1					04/04	
	Static Test #2					04/04	
	Static Test #3					04/04	
	Low Air Buzzer and Light					04/04	
	Parking Brake Holding Power					04/04	
	Hydraulic Systems w/Vacuum Booster					04/04	
	Performing the Parking Brake Test					04/04	
	Hydraulic Systems w/Hydro-Max Booster Inspect. Procedure					04/04	
	Misc. Brake System Test					04/04	
	Brake Retarders					04/04	
Lights and Signals							
	Learning Objectives					04/04	
	Use of Hazard Lights					04/04	
	Use of Loading Lights					04/04	
	Use of Turn Signals					04/04	
Accident/Emergency Procedures							
	Learning Objectives					04/05	
	Vehicle Accident					04/05	
	Motor Vehicle Accident					04/05	
	F.R.O.					04/05	
	Preventable Accident					04/05	
	Non-Preventable Accident					04/05	
	CSC Accident History					04/05	
	Accident Procedures					04/05	
Danger Zone and Blind Areas							
	Learning Objectives					04/05	
	Danger Zones					04/05	
	Blind Areas					04/05	

Driver's Name: John H. W.

Topic	Sub-topic	Driver's Initials		Trainer's Initials		Date Training Complete	Comments
Mirrors and Capabilities							
	Learning Objectives					04/06	
	Mirror Grid					04/06	
	Right and Left Side Mirrors					4/06	
	Cross-View Mirrors					04/06	
	Inside Flat					04/06	
Mirror Use						04/06	
	Objectives					04/06	
	Five Point Mirror Check					04/06	
Backing							
	Learning Objectives					04/06	
	Terms and Definitions					04/06	
	Backing Procedures					04/06	
	Straight Line Backing					04/06	
	Gradual Backing Crossover					04/06	
	Sharp Backing Crossover					04/06	
	Backing Weave					04/06	
	Backing Around a Corner					04/06	
	Backing Serpentine					04/06	
	Precision Parallel Parking					04/06	
	Pulling Out of a Parking Space					04/06	
Turning							
	Learning Objectives					04/13	
	Terms and Definitions					04/13	
	Sharp Right Turn					04/13	
	Right Turn Rounded					04/13	
	Rolling Turns					04/13	
	Vehicle Turning Range					04/13	
	Left Turn					04/13	
	Rolling Turns					04/13	
Railroad Crossing						04/13	
	Learning Objectives					04/13	
	Procedures					04/13	
	Required Stops					04/13	
	Multi-track Crossing					04/13	
	Stops NOT Required					04/13	
Loading and unloading							
	Learning Objectives					04/13	
	Importance of Safe Loading and Unloading					04/13	
	Loading Procedures					04/13	
	Unloading Procedures					04/13	
	Door and Handrail Safety					04/13	

Driver's Name: Jonathan W

Topic	Sub-topic	Driver's Initials		Trainer's Initials		Date Training Complete	Comments
City and Residential Driving							
	Learning Objectives					04/13	
	Bridges and Tunnels					04/13	
	Entrance Ramps					04/13	
	Merging					04/13	
	Exit Ramps					04/13	
	Lane Changes					04/13	
	Parked Vehicles					04/13	
	Yielding the Right of Way					04/13	
	Driveways and Parking Areas					04/13	
	Intersections					04/13	
Highway and Rural Driving							
	Learning Objectives					04/13	
	Differences					04/13	
	Safe Highway Driving					04/13	
	Rural Driving Hazards					04/13	
Hill and Mountain Driving							
	Learning Objectives					04/13	
	Downhill Driving					04/13	
	Uphill Driving					04/13	
	Techniques					04/13	
Emergency Stopping Procedures							
	Learning Objectives					04/13	
	Emergency Stopping Procedures					04/13	
	Every Which Way					04/13	
	Full Four Lock Up					04/13	
	Retarder Stop					04/13	
	Escape Ramps					04/13	
	Park Brake					04/13	
Commentary Driving							
	Learning Objectives					04/13	
	Technique					04/13	
Driving Procedures							
	Learning Objectives					04/13	
	Procedures					04/13	

Driver's Name: Jonathan W

Topic	Sub-topic	Driver's Initials	Trainer's Initials	Date Training Complete	Comments
Defensive Driving					
	Night Driving			4-14	
	Winter Driving			4-14	
	Skidding			4-14	
	Braking and Stopping Distance			4-14	
	Road Surfaces			4-14	
	Reading Mirrors			4-14	
	Steering and Turning			4-14	
	Intersections			4-14	
	Light conditions			4-14	
	Steep Uphill/Downhill Grades			4-14	
	Animals			1/25/16	
	Driver Conditions			1/25/16	
	Attitude			1/25/16	
	Emotional Stress			1/25/16	
	Illness and Injury			1/25/16	
	Alcohol and Medication			1/25/16	
	Fatigue and Drowsiness			1/25/16	
Adverse Driving Conditions					
	Learning Objectives			1/25/16	
	Rain			1/25/16	
	Mud			1/25/16	
	Wind			1/25/16	
	Smoke			1/25/16	
	Dust			1/25/16	
	Fog and Mist			1/25/16	
	Snow and Ice			1/25/16	
Smith System					
	Learning Objectives			4-14-16	
	Aim High in Steering			4-14-16	
	Get the Big Picture			4-14-16	
	Keep Your Eyes Moving			4-14-16	
	Make Sure they See You			4-14-16	
	Leave Yourself an Out			4-14-16	
Reference Point Driving					
Vision Test				4-14-16	

Driver's Name: John Hong

Durham School Services
Behind The Wheel
Training Record



General Manager's Signature: _____

Date: _____

05/02

Safety and Training Supervisor's Signature: _____

Date: _____

5-2-14

Driver's Signature: _____

Date: _____

04062014

Behind the Wheel Trainers:

Name: _____

Date: _____

3-22-14

Name: _____

Date: _____

04/13/2014

Name: _____

Date: _____

1/25/14

Name: _____

Date: _____

Driver's Name: _____

JOHNNY W

DRIVING OUT HARM

Driver Evaluation

Evaluation type (circle one)

BTW 30 Day Annual Post Accident Return to Duty Other

CSC Name DSS CSC Number [REDACTED]

Driver Name Jonathan Walker Employee Number [REDACTED]

CDL Number [REDACTED] CDL Expiration [REDACTED] Physical Expiration 2-10-17 State Certificate [REDACTED]

Bus Type Sp. Ed Brake Type Air Bus Number 263

Route Number Train Route Type Train Evaluation Date 4-20-16 Start Time 10:10 End Time 11:23



Evaluation Process:

- Provide the driver an opportunity to review the criteria, ask questions, and share concerns before the evaluation.
- Conduct the evaluation during the driver's regular route.
- Complete each section, even if only as Not Applicable.
- Review the completed evaluation with the driver.
 - For locations using Zonar, include a review of the following measures
 - (1) Zonar Child Check compliance report
 - (2) Zonar pre-trip/post-trip report
 - (3) Zonar swipe-in/swipe-out compliance and
 - (4) Zonar speeding report
 - Recognize all areas in which the driver met expectations.
 - All evaluations must have positive and constructive comments noted. Notate Evaluator's Comments on page 4 (back page).
 - If required, determine a plan for driver improvement retraining and/or customer service coaching for all areas marked "Needs Improvement".
- Sign the evaluation and have the driver sign and acknowledge.
- If retraining is required, circle the topic for retraining and note the date training is completed.
- Maintain the completed Driver Evaluation form in the driver's training file.



DRIVING OUT HARM

X = Meets Expectations O = Needs Improvement
N/A = Not Applicable

Pre-trip Inspection	X	O	N/A
Correctly uses Zonar or completes DVIR	✓		
Completes appropriate brake test	✓		
Correctly completes inside pre-trip	✓		
Correctly completes outside pre-trip	✓		

Backing Skills	X	O	N/A
Uses the G.O.A.L. procedure	✓		
Uses a marshal when possible	✓		
Backs only when necessary	✓		
Uses horn to warn others	✓		
Backs slowly using all mirrors	✓		
Requests permission before backing	✓		

Driving Skills	X	O	N/A
Accelerates and brakes smoothly	✓		
Signals appropriately	✓		
Obeys speed limit	✓		
Stays in appropriate lane	✓		
Continually scans the danger zone	✓		
Maintains a minimum of 4 second following distance at all times	✓		
Understands the vehicle's turning, height, and front-end reference points	✓		

Braking	X	O	N/A
Brakes to avoid unnecessary wear and tear	✓		
Brakes smoothly to stop (no rebound)	✓		
Knows emergency stopping procedures	✓		

Injury Prevention	X	O	N/A
Chooses the safest walking path	✓		
Wears proper PPE	✓		
Uses 3 points of contact to prevent falling	✓		

Student Loading	X	O	N/A
Looks for hazards, before, during, and after coming to a stop (including security threats etc.)	✓		
Continuously checks all mirrors	✓		
Activates alternating amber lamps per state law	✓		
Brings bus to a full stop with the front bumper at least 10 feet away from students	✓		
Places transmission in Park, or if there is no Park shift point, in Neutral and sets the parking brake at each stop	✓		
Activates alternating red lamps when safe	✓		
Waits for students to be seated before moving bus	✓		
Checks mirrors, signals, and safely reenters traffic	✓		

Student Management	X	O	N/A
Greets students and uses effective inter-personal techniques	✓		
Keeps students seated & aisles clear while vehicle is in motion	✓		
Uses student write-ups appropriately	✓		
Uses the company taught Student Management techniques and directives	✓		

Preparing to Drive	X	O	N/A
Adjusts driver's seat	✓		
Wears seat belt appropriately	✓		
Checks mirror adjustment	✓		
Turns headlights on before departure	✓		
Scans mirrors before moving	✓		

Drives Defensively	X	O	N/A
Looks ahead	✓		
Looks around	✓		
Leaves room	✓		
Communicates with drivers and pedestrians	✓		
Properly covers the brake when necessary	✓		

Intersections	X	O	N/A
Looks left, right, & left again before entering the intersection	✓		
Identifies and correctly reacts to pedestrians, bicyclists, and other vehicles at street corners, driveways, sidewalks, & alleyways	✓		
Uses "rock n' roll" to minimize blind spots	✓		
Stops behind stop sign or stop line	✓		
Obeys all traffic controls	✓		
Does NOT turn right on red	✓		

Railroad Crossings	X	O	N/A
Uses 4-way hazard lights at least 200 ft. before the tracks	✓		
Stops 15 — 50 feet from the tracks	✓		
Places bus in neutral, sets parking brake, and keeps the foot on the service brake	✓		
Quiets passengers, noisy accessories, and opens door before crossing tracks	✓		

Student Unloading	X	O	N/A
Looks for hazards, before, during, and after coming to a stop	✓		
Continuously checks all mirrors	✓		
Ensures students remain seated until vehicle is secure	✓		
Places transmission in Park, or if there is no Park shift point, in Neutral and sets the parking brake at each stop	✓		
Checks for traffic and other hazards (including security threats etc.) before releasing students	✓		

Wheelchair Procedures	X	O	N/A
Student faces away from vehicle when on lift	✓		
Keeps one hand on wheelchair while raising/lowering lift	✓		
Wheelchair brakes are set and checked when on lift	✓		
Does not leave student unattended on lift	✓		
Secures wheelchair on all 4 corners appropriately and secures tie-downs when not in use (if assistant not present)	✓		

Child Check	X	O	N/A
Performs a thorough child check after each route and shift using Zonar	✓		
Performs a thorough child check under and behind each seat before leaving the bus	✓		
Hangs the "Bus is Empty" child check sign in rear window before leaving vehicle	✓		

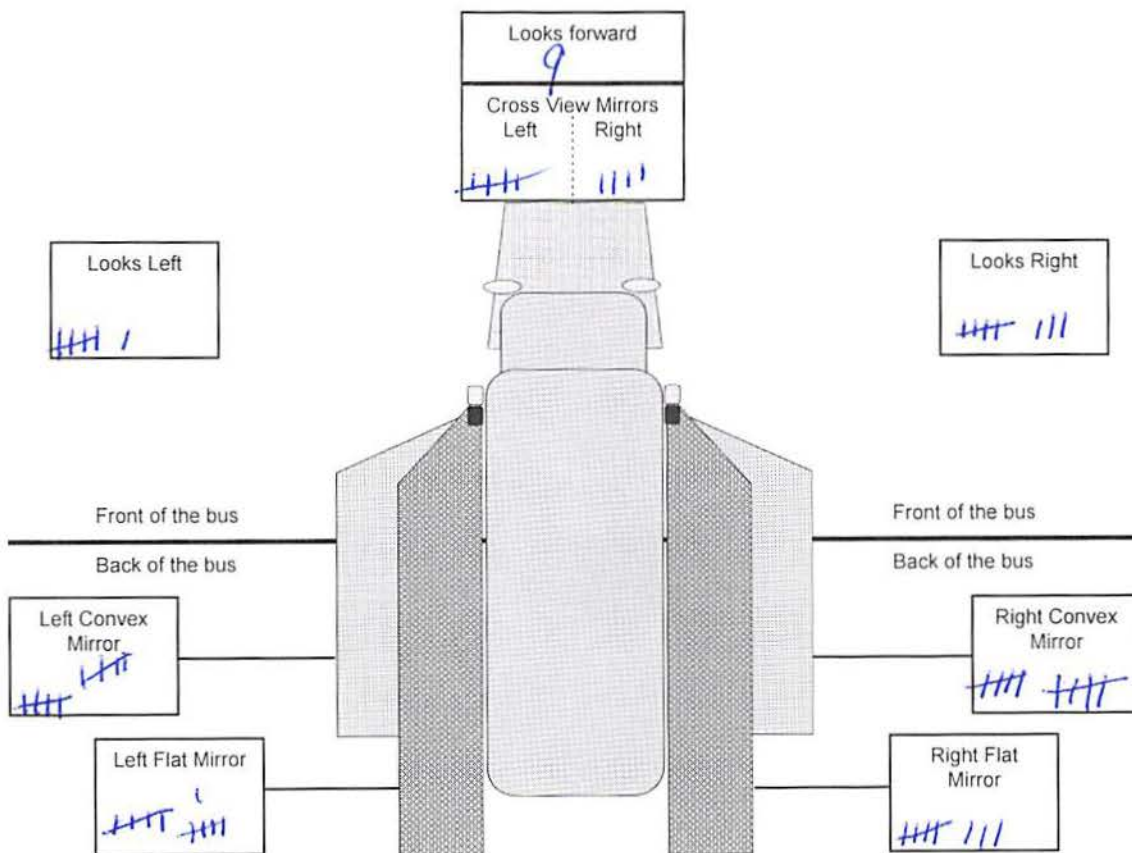
X = Meets Expectations O = Needs Improvement N/A = Not Applicable

Safe Work Practices	X	O	N/A
Knows to report accidents and injuries immediately	✓		
Knows that blood & bodily fluids can be infectious and has been trained appropriately	✓		
Uses good posture and proper lifting techniques	✓		
Understands and observes safe walkways and understands vehicle and pedestrian segregation plan	✓		
Does not try to lift a student or carry too much weight or too many objects at once	✓		
Ensures loose articles on vehicle are securely stored	✓		

Service and Style	X	O	N/A
Dresses in accordance with company policy	✓		
Interacts with all customers professionally	✓		
Carries required legal documentation	✓		
Applies the Customer Service Golden Rules	✓		
Adheres to Idling Policy	✓		
Carries Driving Out Harm Pocket Card			✓
Maintains a clean vehicle	✓		

Field of Vision Drill

Record the driver's eye movements for two (2) minutes. While driving, the driver should tell the evaluator out loud which mirror he or she is checking. Record each position by making a mark in the appropriate box. Ideally, the driver is to check mirrors every 5-8 seconds and keep his or her eyes moving every 2 seconds. Approximately 2/3 of the total eye movements should be towards the front of the bus, with the remaining 1/3 toward the back of the bus.



Eye Movements towards front of vehicle	Eye Movements towards back of vehicle	Total Eye Movements
27	25	52

✓	
Meets expectations	Needs improvement

DRIVING OUT HARM

Driver Evaluation Improvement Guidelines

Circle topics for retraining in the boxes below. When complete, note completion date and sign below.

Reference Point Training (Backing, Turning and Vehicle Alignment)

Straight Line Backing (Precision Driving Training Manual)
 Gradual and Sharp Backing Crossover (Precision Driving Training Manual)
 Front-End Reference Point (Precision Driving Training Manual)
 Right and Left Turns (Precision Driving Training Manual)
 Safe Backing (STAR training DVD 8)
 Mirror Adjustment & Reference Points (STAR training—DVD 3)
 Marshaling Guidelines (Safety Training Resource Manual)

Defensive Driving

LLLC Defensive Driving (STAR training—DVD 6)
 Safety Basics (STAR training—DVD 5)

Intersections

Intersections (STAR training—DVD 7)
 Preventing Intersection Accidents (Safety Training Resource Manual)

Railroad Crossings

Railroad Crossings (STAR training—DVD 9)
 Operation Lifesaver (Safety Training Resource Manual)
 CDL Procedure Review (State's CDL Manual)

Injury Prevention

Safety Basics (STAR training—DVD 5)
 Exertion Training (Safety Training Resource Manual)
 Slip, Trips & Falls (Safety Training Resource Manual - DVD)

General Safety (Choose most applicable)

Emergency Evacuations (STAR training—DVD 14)
 Child Check (Safety Training Resource Manual - DVD)
 Danger Zones (STAR training—DVD 10)
 Safe Bus Stops (STAR training—DVD 12)
 Student Management (STAR training—DVD 11)
 Security Awareness Training (Safety Training Resource Manual—2013)
 Pre-Trip/Post-trip Procedures (Review Federal, State and Local requirements)
 Zonar Procedures (Coaching as required)

Service and Style

Idling Adherence (Review policy)
 Dress Code Adherence (Review handbook and local policy)
 Customer Service (Review handbook and local policy)
 Legal Documentation (Review Federal, State, and local requirements)

Evaluator's Comments:

Needs to look left
 and right more often.

Driver Improvement Plan:

Customer Service Improvement Plan:

Driver's Signature

Eval. Date 4-20-16 Retraining Date

Evaluator's Signature

Eval. Date 4-20-16 Retraining Date

Safety Training Supervisor's Signature

Eval. Date 5-2-16 Retraining Date

General Manager Signature

Eval. Date 05/02 Retraining Date

DRIVING OUT HARM

Driver Evaluation

Evaluation type (circle one)									
<input checked="" type="radio"/> BTW	<input type="radio"/> 30 Day	<input type="radio"/> Annual	<input type="radio"/> Post Accident	<input type="radio"/> Return to Duty	<input type="radio"/> Other				
CSC Name	DSS			CSC Number	[REDACTED]				
Driver Name	Johnny Walker			Employee Number	[REDACTED]				
CDL Number	[REDACTED]	CDL Expiration	Physical Expiration	2-10-17	State Certificate	TN			
Bus Type	TRANS.		Brake Type	AIR	Bus Number	386			
Route Number	Training	Route Type	Training	Evaluation Date	4-21-16	Start Time	9:05	End Time	9:50



Evaluation Process:

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- Maintain the completed Driver Evaluation form in the driver's training file.

national express



DRIVING OUT HARM

X = Meets Expectations O = Needs Improvement
N/A = Not Applicable

Pre-trip Inspection	X	O	N/A
Correctly uses Zonar or completes DVIR	✓	✓	
Completes appropriate brake test	✓	✓	
Correctly completes inside pre-trip	✓	✓	
Correctly completes outside pre-trip	✓	✓	

Backing Skills	X	O	N/A
Uses the G.O.A.L. procedure	✓	✓	
Uses a marshal when possible	✓	✓	
Backs only when necessary	✓	✓	
Uses horn to warn others	✓	✓	
Backs slowly using all mirrors	✓	✓	
Requests permission before backing	✓	✓	

Driving Skills	X	O	N/A
Accelerates and brakes smoothly	✓	✓	
Signals appropriately	✓	✓	
Obeys speed limit	✓	✓	
Stays in appropriate lane	✓	✓	
Continually scans the danger zone	✓	✓	
Maintains a minimum of 4 second following distance at all times	✓	✓	
Understands the vehicle's turning, height, and front-end reference points	✓	✓	

Braking	X	O	N/A
Brakes to avoid unnecessary wear and tear	✓	✓	
Brakes smoothly to stop (no rebound)	✓	✓	
Knows emergency stopping procedures	✓	✓	

Injury Prevention	X	O	N/A
Chooses the safest walking path	✓	✓	
Wears proper PPE	✓	✓	
Uses 3 points of contact to prevent falling	✓	✓	

Student Loading	X	O	N/A
Looks for hazards, before, during, and after coming to a stop (including security threats etc.)	✓	✓	
Continuously checks all mirrors	✓	✓	
Activates alternating amber lamps per state law	✓	✓	
Brings bus to a full stop with the front bumper at least 10 feet away from students	✓	✓	
Places transmission in Park, or if there is no Park shift point, in Neutral and sets the parking brake at each stop	✓	✓	
Activates alternating red lamps when safe	✓	✓	
Waits for students to be seated before moving bus	✓	✓	
Checks mirrors, signals, and safely reenters traffic	✓	✓	

Student Management	X	O	N/A
Greets students and uses effective inter-personal techniques	✓	✓	
Keeps students seated & aisles clear while vehicle is in motion	✓	✓	
Uses student write-ups appropriately	✓	✓	
Uses the company taught Student Management techniques and directives	✓	✓	

Preparing to Drive	X	O	N/A
Adjusts driver's seat	✓	✓	
Wears seat belt appropriately	✓	✓	
Checks mirror adjustment	✓	✓	
Turns headlights on before departure	✓	✓	
Scans mirrors before moving	✓	✓	

Drives Defensively	X	O	N/A
Looks ahead	✓	✓	
Looks around	✓	✓	
Leaves room	✓	✓	
Communicates with drivers and pedestrians	✓	✓	
Properly covers the brake when necessary	✓	✓	

Intersections	X	O	N/A
Looks left, right, & left again before entering the intersection	✓	✓	
Identifies and correctly reacts to pedestrians, bicyclists, and other vehicles at street corners, driveways, sidewalks, & alleyways	✓	✓	
Uses "rock n' roll" to minimize blind spots	✓	✓	
Stops behind stop sign or stop line	✓	✓	
Obeys all traffic controls	✓	✓	
Does NOT turn right on red	✓	✓	

Railroad Crossings	X	O	N/A
Uses 4-way hazard lights at least 200 ft. before the tracks	✓	✓	
Stops 15 — 50 feet from the tracks	✓	✓	
Places bus in neutral, sets parking brake, and keeps the foot on the service brake	✓	✓	
Quiets passengers, noisy accessories, and opens door before crossing tracks	✓	✓	

Student Unloading	X	O	N/A
Looks for hazards, before, during, and after coming to a stop	✓	✓	
Continuously checks all mirrors	✓	✓	
Ensures students remain seated until vehicle is secure	✓	✓	
Places transmission in Park, or if there is no Park shift point, in Neutral and sets the parking brake at each stop	✓	✓	
Checks for traffic and other hazards (including security threats etc.) before releasing students	✓	✓	

Wheelchair Procedures	X	O	N/A
Student faces away from vehicle when on lift			✓
Keeps one hand on wheelchair while raising/lowering lift			✓
Wheelchair brakes are set and checked when on lift			✓
Does not leave student unattended on lift			✓
Secures wheelchair on all 4 corners appropriately and secures tie-downs when not in use (if assistant not present)			✓

Child Check	X	O	N/A
Performs a thorough child check after each route and shift using Zonar	✓	✓	
Performs a thorough child check under and behind each seat before leaving the bus	✓	✓	
Hangs the "Bus is Empty" child check sign in rear window before leaving vehicle	✓	✓	

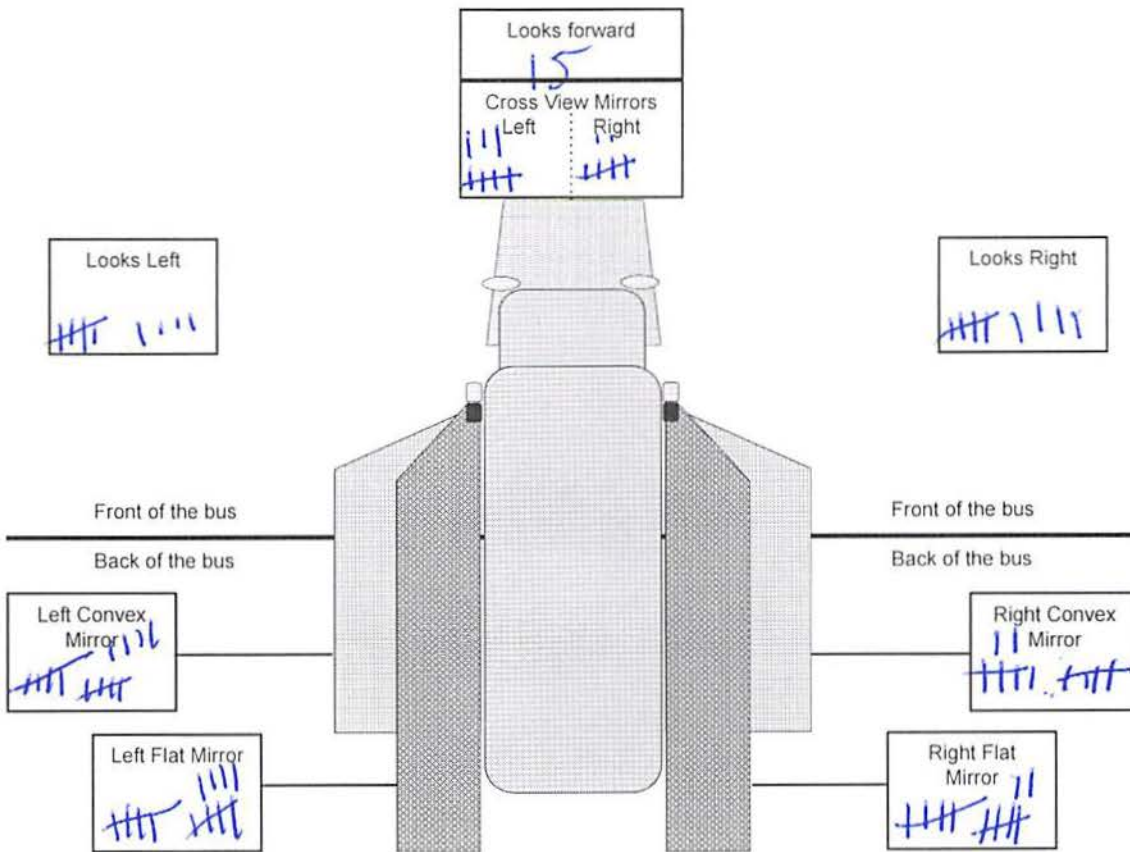
X = Meets Expectations O = Needs Improvement N/A = Not Applicable

Safe Work Practices	X	O	N/A
Knows to report accidents and injuries immediately	✓		
Knows that blood & bodily fluids can be infectious and has been trained appropriately	✓		
Uses good posture and proper lifting techniques	✓		
Understands and observes safe walkways and understands vehicle and pedestrian segregation plan	✓		
Does not try to lift a student or carry too much weight or too many objects at once	✓		
Ensures loose articles on vehicle are securely stored	✓		

Service and Style	X	O	N/A
Dresses in accordance with company policy	✓		
Interacts with all customers professionally	✓		
Carries required legal documentation	✓		
Applies the Customer Service Golden Rules	✓		
Adheres to Idling Policy	✓		
Carries Driving Out Harm Pocket Card			✓
Maintains a clean vehicle	✓		

Field of Vision Drill

Record the driver's eye movements for two (2) minutes. While driving, the driver should tell the evaluator out loud which mirror he or she is checking. Record each position by making a mark in the appropriate box. Ideally, the driver is to check mirrors every 5-8 seconds and keep his or her eyes moving every 2 seconds. Approximately 2/3 of the total eye movements should be towards the front of the bus, with the remaining 1/3 toward the back of the bus.



Eye Movements towards front of vehicle	Eye Movements towards back of vehicle	Total Eye Movements
37	33	70

Meets expectations	Needs improvement
✓	

DRIVING OUT HARM

Driver Evaluation Improvement Guidelines

Circle topics for retraining in the boxes below.
When complete, note completion date and
sign below.

Reference Point Training (Backing, Turning and Vehicle Alignment)

Straight Line Backing (Precision Driving Training Manual)
Gradual and Sharp Backing Crossover (Precision Driving Training Manual)
Front-End Reference Point (Precision Driving Training Manual)
Right and Left Turns (Precision Driving Training Manual)
Safe Backing (STAR training DVD 8)
Mirror Adjustment & Reference Points (STAR training—DVD 3)
Marshaling Guidelines (Safety Training Resource Manual)

Defensive Driving

LLLC Defensive Driving (STAR training—DVD 6)
Safety Basics (STAR training—DVD 5)

Intersections

Intersections (STAR training—DVD 7)
Preventing Intersection Accidents (Safety Training Resource Manual)

Railroad Crossings

Railroad Crossings (STAR training—DVD 9)
Operation Lifesaver (Safety Training Resource Manual)
CDL Procedure Review (State's CDL Manual)

Injury Prevention

Safety Basics (STAR training—DVD 5)
Exertion Training (Safety Training Resource Manual)
Slip, Trips & Falls (Safety Training Resource Manual - DVD)

General Safety (Choose most applicable)

Emergency Evacuations (STAR training—DVD 14)
Child Check (Safety Training Resource Manual - DVD)
Danger Zones (STAR training—DVD 10)
Safe Bus Stops (STAR training—DVD 12)
Student Management (STAR training—DVD 11)
Security Awareness Training (Safety Training Resource Manual—2013)
Pre-Trip/Post-trip Procedures (Review Federal, State and Local requirements)
Zonar Procedures (Coaching as required)

Service and Style

Idling Adherence (Review policy)
Dress Code Adherence (Review handbook and local policy)
Customer Service (Review handbook and local policy)
Legal Documentation (Review Federal, State, and local requirements)

Evaluator's Comments:

Drove very well
He has become very
~~relaxed~~ relaxed

Driver Improvement Plan:

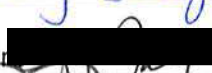
Customer Service Improvement Plan:

Driver's Signature 

Eval. Date 4-21-16 Retraining Date

Evaluator's Signature 

Eval. Date 4-21-16 Retraining Date

Safety Training Supervisor's Signature 

Eval. Date 5-2-16 Retraining Date

General Manager Signature 

Eval. Date 05/02/16 Retraining Date

Paid last week for class

Safety Training Syllabus



walker

Last Name

Jonathan

First Name

Start Date

New Driver Training Requirements	Source	Date	Paid/Unpaid
Meet The Bus	STAR DVD 1	04062010	Unpaid
Pre & Post Trip Inspections and Practical	STAR DVD 2	04062010	Unpaid
Pre/Post Trip Go/No-go Training	Go or No-Go Video	04 2210	Unpaid
Mirror Adjustment/Reference Points and Practical	STAR DVD 3	04062010	Unpaid
Check Your Brakes and Practical	STAR DVD 4	04062010	Unpaid
LLLC Defensive Driving	STAR DVD 6	04152010	Unpaid
Driving - LLLC & Basics of Safety	STAR—Behind-the-Wheel	04 2210	Unpaid
Intersections and Training	STAR DVD 7 and STRM	04182010	Unpaid
Driving - Intersections & Turns	STAR—Behind-the-Wheel	04 2210	Unpaid
Safe Backing	STAR DVD 8	04112010	Unpaid
Driving - Backing, Bus Stops & Danger Zones	STAR—Behind-the-Wheel	04 2210	Unpaid
Marshaling Guidelines*	STRM	04 2210	Unpaid
Railroad Crossings	STAR DVD 9	04112010	Unpaid
Operation Lifesaver	STRM—DVD	04 2210	Unpaid
Danger Zones*	STAR DVD 10	04112010	Unpaid
Safe Bus Stops	STAR DVD 12	04152010	Unpaid
Emergency Evacuations and Practical*	STAR DVD 14	04112010	Unpaid
Final Exam or Associated Quizzes*	Available on NEC Online	04 2210	Unpaid
Precision Driving Behind-the-Wheel Training	STRM—Behind-the-Wheel	04 2210	Unpaid
Driving - Putting It All Together	STAR—Behind-the-Wheel	04 2210	Unpaid
BTW Driver Evaluation	Driver Evaluation Form	04 2210	Unpaid
Vision & Values*	STRM	04 2210	Paid
Safety Basics*	STAR DVD 5	04062010	Paid
Exertion Training*	STRM	04 2210	Paid
Slip, Trips & Falls*	STRM—DVD	04 2210	Paid
Strategies for Student Management*	STRM—DVD	04 2210	Paid
Student Management*	STAR DVD 11	04182010	Paid
Preparing Students To Learn	STAR DVD 13	04182010	Paid
School Transportation Security Training*	STRM—DVD	04 2210	Paid
Child Check and Pledge* **	STRM—DVD	04 2210	Paid
Post-Accident Procedures	STAR DVD 15	04182010	Paid
NEC Post Accident Procedure (STRM)	STRM	04 2210	Paid
Special Needs Training for Special Needs Drivers and Aids*	STAR or STRM	04 2210	Paid
Risk Assessment Training (STRM)	STRM	04 2210	Paid
OSHA—LOTO, Bloodborne Pathogens, Haz-Com* **	STAR DVD—OSHA	04 2210	Paid
Observe live run with children (30 day)	Driver Evaluation Form	04 2210	Paid

*Required Training for Monitors/Aids **Annual Training

04252010

Reviewed By


Date





Railroad Crossings - Driver Training Exam


- Q1: On roads with no stop line, you must stop the bus:
- a) approximately 50 feet from the tracks.
 - b) no closer than 15 feet from the crossing.
 - c) exactly 35 feet from the crossbuck sign.
- Q2: The first step to safety at crossings is to
- a) start slowing down the moment you see railroad tracks.
 - b) start slowing down once you've passed the advance warning sign.
 - c) start slowing down when you see the advance warning sign.
- Q3: Never drive onto the tracks unless there is at least enough space for _____ beyond the tracks.
- a) 15 feet of clearance
 - b) at least one bus length
 - c) two bus lengths
- Q4: At crossings with more than one set of tracks, after one train has passed you should:
- a) proceed quickly.
 - b) stop, look and listen for another train.
 - c) stop and wait until the other cars proceed.
- Q5: Which of the following is the most important thing you can do to keep you and your passengers safe at railroad crossings?
- a) Always expect a train.
 - b) Know your route.
 - c) Stop at least 12 feet from the tracks.

Driver Name:	<u>Jonhony Walker</u>	Test Administrator:	<u>MC</u>
Driver Signature:		Date:	<u>04/25/16</u>



Pre and Post Trip Inspections - Driver Training Exam

- Q1: On the vehicle inspection checklist, you need to keep track of:
- a) problems you find during inspection.
 - b) whether or not the problems you found on earlier inspections have been taken care of.
 - c) both
- Q2: You should check the fluids:
- a) before starting the engine.
 - b) while the engine is running.
 - c) only during the post-trip inspection.
- Q3: If you write up a problem once, you don't need to write it up again.
- a) true
 - b) false
- Q4: What does it mean to take a "methodical" approach to checking the bus?
- a) it means you follow the methods outlined in your study guide
 - b) it means you do it differently each time so that you don't overlook anything
 - c) it means you perform the pre-trip inspection the same way every time
- Q5: Which of the following is the best reason for why you need to perform a post-trip inspection?
- a) to catch problems that can develop during the route
 - b) to double check your work
 - c) to comply with the rules

Driver Name:	<u>Jonathan Walker</u>	Test Administrator:	<u>mc</u>
Driver Signature:		Date:	<u>042516</u>



LLLC - Driver Training Exam

LLLC DEFENSIVE DRIVING

Q1: In addition to constantly *Looking Around™*, you should:

- a) check your mirrors every 5-8 seconds.
- b) avoid moving your head and shoulders.
- c) look right, left and right again at every intersection.

Q2: It's important to use the *Look Ahead™* principle so you can identify:

- a) potential hazards.
- b) road signs up ahead.
- c) upcoming turns.

Q3: When you use *The Four Driving Principles to Safety™* you will have extra time to:

- a) perform your post-trip inspection.
- b) adjust and react to potential dangers.
- c) alert other drivers of your intentions.

Q4: The easiest place to *Leave Room™* around your bus is:

- a) the rear of the bus.
- b) right in front of your bus.
- c) the sides of the bus.

Q5: A way to *Communicate™* with other drivers on the road is to:

- a) use your signals before turning or changing lanes.
- b) give a friendly wave when someone lets you go first.
- c) shout out the window when someone cuts you off.

Test Score 100 first attempt
(must be 100% to pass)

Test Score _____ second attempt
(must be 100% to pass)

Test Score _____ third attempt
(must be 100% to pass)

FINAL RESULTS:

P
Pass/Fail

Candidate Name: Johnathon Walker

Test Administrator: MC

Candidate Signature: _____

Test Admin Signature: _____

Date: 04/25/14



Meet the Bus - Driver Training Exam

- Q1: A school bus needs a minimum of _____ feet of overhead clearance.
- a) 10
 - b) 11
 - c) 12
- Q2: A transmission that slips is most likely an indication of a problem with the _____.
- a) drive system
 - b) power train system
 - c) electrical system
- Q3: The stopping distance that a school bus needs to come to a complete stop is:
- a) two to three times greater than that of a car.
 - b) equal to that of a car.
 - c) always 200 feet.
- Q4: For most buses, the turning radius is about _____ for the front, while the rear of the bus usually has a turning radius of about _____.
- a) 30 feet, 65 feet.
 - b) 35 feet, 70 feet
 - c) 60 feet, 35 feet
- Q5: You should take caution when using the convex mirrors because:
- a) objects in those mirrors are much closer than they appear.
 - b) objects in those mirrors are farther than they appear.
 - c) objects in those mirrors are reflections.

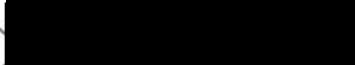

Driver Name:

Johnthony W

Test Administrator:

MC

Driver Signature:


Date:

04/25/16



Check Your Brakes - Driver Training Exam


- Q1: The reason you perform the static air pressure loss and applied air pressure loss tests is to make sure:
- a) the pressure in the tanks is low.
 - b) the system is not leaking.
 - c) the hydraulic brakes are working.
- Q2: Which two tests would you perform on a hydraulic system?
- a) the emergency or parking brake test and the low air pressure warning test.
 - b) the emergency or parking brake test and the service brake test.
 - c) the emergency or parking brake test and the spring brake test.
- Q3: The _____ controls the amount of air pumped into the tanks, which is measured in terms of pounds per square inch or psi.
- a) governor
 - b) spring
 - c) air brake
- Q4: The low air pressure warning device should come on at about:
- a) 55 to 45 psi
 - b) 65 to 55 psi
 - c) 75 to 65 psi
- Q5: Most of the brake fluid in hydraulic brakes is stored in the:
- a) brake lines.
 - b) master cylinder.
 - c) pistons.

Driver Name: <u>John Thomas</u>	Test Administrator: <u>MC</u>
Driver Signature: 	Date: <u>04/25/14</u>



Danger Zones - Driver Training Exam

- Q1: Children should walk ___ big steps ahead of the bus before turning to cross.
- a) 5
 - b) 10
 - c) 15
- Q2: _____ the kids as they leave the bus and again as they walk away from the bus.
- a) Greet
 - b) Count
 - c) Signal
- Q3: Knowing _____ is one way to avoid danger zone accidents.
- a) which children cross the street
 - b) how many children are on the route
 - c) the children's names
- Q4: This is an example of an indirect way you can prevent children from staying in the danger zone.
- a) having a discussion with your passengers at the beginning of the school year
 - b) counting the kids as the cross they street
 - c) watch for strings hanging off of jackets and backpacks
- Q5: As you approach a pickup area, you should:
- a) scan the entire area and take note of where the children are
 - b) scan the entire area directly in front of and behind the bus
 - c) look straight ahead

Driver Name:	<u>Johnthony, W</u>	Test Administrator:	<u>MC</u>
Driver Signature:		Date:	<u>042516</u>



Safe Bus Stop - Driver Training Exam

- Q1: Cars parked along the street near a bus stop can be a hazard because:
- a) they may pull out.
 - b) it is difficult to maneuver a bus down a narrow street.
 - c) students could be hidden by them.
- Q2: A snow mound at a bus stop can be hazardous because:
- a) it blocks your view of the students.
 - b) students may slip and fall from it while playing.
 - c) both a and b are correct.
- Q3: In high wind watch for:
- a) downed trees.
 - b) students who return to the bus because something blew out of their hands.
 - c) tornado warnings.
- Q4: It's all right to let a child off at a stop other than his own, if he asks politely.
- a) true
 - b) false
- Q5: When you come upon a bus stop you think it may be unsafe:
- a) report it to your supervisor.
 - b) do nothing. The school board sets the stops and you can't do anything about it.
 - c) find a better stop and instruct the student to wait there from now on.

Driver Name:	<u>John Anthony W</u>	Test Administrator:	<u>MC</u>
Driver Signature:	<u>[Redacted Signature]</u>	Date:	<u>04/25/14</u>



Preparing Students to Learn - Driver Training Exam

Q1: What do we mean when we say good feelings are "contagious?"

- a) It means your good mood can rub off on your passengers.
- b) It means good moods make people feel sick.
- c) It means if you are in a good mood, all of your passengers will also be in a good mood.

Q2: As you greet the students, you should always try to:

- a) comment on each child's hair or outfit.
- b) make eye contact with each child and smile.
- c) remain neutral.

Q3: The quickest way to lose respect and control on your bus is to:


- a) lose control yourself.
- b) be in a bad mood.
- c) become distracted.

Q4: Driving safely can actually impact a student's performance in school.

- a) true
- b) false

Q5: It's easy to interact with well-behaved students, but you must be careful not to:

- a) single anyone out for good behavior.
- b) smile at everyone.
- c) show favoritism.

Driver Name:	<u>Johnthony W</u>	Test Administrator:	<u>MC</u>
Driver Signature:		Date:	<u>042510</u>



Intersections - Driver Training Exam

Q1: When approaching a stale green light:

- a) stop.
- b) cover your brake.
- c) speed up.

Q2: If two drivers arrive at the same time at a four-way stop, which driver should yield the right-of-way?

- a) The driver turning left always has the right-of-way
- b) The driver on the right must yield the right-of-way to the driver on their left
- c) The driver on the left must yield the right-of way to the driver on their right

Q3: As you approach the intersection, look:

- a) to the left, right and left again.
- b) straight ahead.
- c) to the left.

Q4: A two lane road with cross streets and no stop signs or lights is an example of _____ intersection.

- a) a regulated
- b) an unregulated
- c) an exempt

Q5: To a professional driver, a yellow light should always mean what?

- a) stop
- b) proceed with caution
- c) Speed up

Driver Name:

John H. W.

Test Administrator:

MC

Driver Signature:

[Redacted Signature]

Date:

04/25/10



Safety Basics - Driver Training Exam

SAFETY BASICS

Q1: The best definition of safety is:

- a) "absence of accidents".
- b) "freedom from risk".
- c) "paying attention".

Q2: Without exception, _____ are at the root cause of accidents.

- a) vehicles
- b) coincidences
- c) people

Q3: The 300:29:1 theory points out that unsafe behavior patterns will _____ lead to accidents.



- a) always
- b) most likely
- c) sometimes

Q4: Keeping your eyes and head constantly moving while driving is a good way to help you:

- a) stay within your performance capabilities.
- b) pay attention.
- c) avoid a behavior pattern.

Q5: Not performing a pre-trip inspection everyday as it should be performed is an example of which type of accident causing behavior:

- a) failure to pay attention.
- b) exceeding performance capabilities.
- c) unsafe behavior patterns.

Test Score	<u>100</u>	first attempt	
	<small>(must be 100% to pass)</small>		
Test Score	_____	second attempt	FINAL RESULTS: <u>P</u>
	<small>(must be 100% to pass)</small>		<small>Pass/fail</small>
Test Score	_____	third attempt	
	<small>(must be 100% to pass)</small>		
Candidate Name:	<u>Jonathan W</u>	Test Administrator:	<u>MC</u>
Candidate Signature:		Test Admin Signature:	
Date:	<u>042516</u>		

Child Check Pledge

Child Check Policy

Drivers and monitors/assistants shall complete a thorough check of the vehicle for students at the end of each route, end of the shift, and prior to leaving the vehicle at any time in accordance with the NEC Child Check Standard. Failure to comply with the Standard will lead to disciplinary action, up to and including termination. If a child is left unattended, the driver and bus monitor/assistant (if present) will be terminated.

I commit to fulfilling my responsibility to student safety by completing a thorough Child Check at the end of each route, end of the shift, and prior to leaving the vehicle at any time.

Johnthony Walker
Employee Name

Employee Number


Employee Signature

04182016
Date



Backing Accidents

Compared to last year's data, the company has experienced an alarming increase in backing accidents. Since backing accidents are always preventable, drivers must take extra precautions before backing their bus. As a reminder, the current backing policy requires all drivers to contact dispatch before attempting any unauthorized backing maneuver.

Current Backing Policy

Backing should never be executed except when parking at a company yard, in a designated route turnaround, or in an extreme emergency. These are the three types of recognized backing procedures:

- **Designated** – any location where it is standard procedure for a driver to back the vehicle with manager approval. This location does not require permission to back the vehicle.
- **Authorized** – any time you wish to back your vehicle in a non-designated location, either by choice or necessity. Permission must be requested through a supervisor for this backing procedure prior to the act of backing. The supervisor will confirm the maneuver is necessary and remind you that all hazards must be identified. When supervisor permission is provided, the backing maneuver may be performed.
- **Unauthorized** – any time you back your vehicle without requesting permission, either by choice or necessity, the backing maneuver is considered unauthorized and "unacceptable".

Action Item

Confirm every driver understands and agrees to abide by the current company policy by immediately having each driver sign this memo. Confirm that every driver whether performing a "Designated or Authorized" backing procedure is contacting Dispatch at the CSC, is using their Monitor as a Spotter, and/or uses the "Get Out and Look" (GOAL) procedure to ensure that they will not have a backing accident. Ensure drivers are performing the "Designated" or "Authorized" backing procedures only and that drivers are not performing any unnecessary "Unauthorized" backing. Once signed, place the signed copy of the memo in the driver's training file.

Commitment

I commit to fulfilling my responsibility to safety by abiding by the company's backing policy.

Johnthony Walker
Employee Name

Employee Number

04/11/2016
Date



Slip, Trip and Fall Prevention Quiz

Driver Name:	John Anthony Walker
Driver Signature:	[Redacted]
Date:	0418 2016
Score:	100

Drivers must receive retraining for any questions that were answered incorrectly. Document retraining, if any in the space below:

Date:	
Subject:	
Trainer:	
Description of Retraining:	

1. Choosing a safe path means avoiding hazards that may result in a slip and fall injury.

True or False

2. Which of the following does not help prevent slips, trips and falls.

- A. Handrails
- B. Proper Shoes
- C. Wet pavement

3. Sandals are acceptable foot ware for driving.

True or False

4. When it's cold and rainy, you should:

- A. Slow down
- B. Watch for ice or water on steps
- C. Avoid puddles
- D. All of the above

5. Slip, trip, and fall injuries result in:

- A. Pain and suffering for employees
- B. Increased medical cost for employers
- C. Reduced service quality for the children we serve
- D. All of the above

6. Which of the following is not one of the prevention steps discussed in the video?

- A. Walk defensively
- B. Step confidently
- C. Practice good housekeeping
- D. Wear the proper shoes
- E. Slow Down

7. Focusing on where you are walking greatly reduces your chance of slipping and falling.

True or False

8. At Durham School Services, more slip and fall injuries occur in the maintenance area than anywhere else.

True or False

9. Water hoses must be coiled and stored at the end of the day.

True or False

10. Nothing is so important that you should jeopardize your personal safety or the safety of others.

True or False

11. Hazards by themselves don't cause injuries.

True or False

12. Wheelchair tie-downs must be stored when not in use.

True or False

13. Good housekeeping mostly applies to the maintenance area.

True or False



Blood Borne Pathogens Driver Training Exam

- Q1: AIDS (Acquired Immune Deficiency Syndrome) is caused by:
- a) HBV.
 - b) HIV.
 - c) Hepatitis C
- Q2: There is a vaccine to protect you from acquiring Hepatitis B.
- a) True
 - b) False
- Q3: Hepatitis B virus (HBV) and the Human Immunodeficiency Virus (HIV), the virus that causes AIDS, are two examples of:
- a) Blood borne pathogens.
 - b) Foodborne illnesses.
 - c) Airborne illnesses.
- Q4: Where HIV is concerned, direct contact means you'll come into contact with the blood or body fluids of an infected person through the eyes, mouth, nose, other mucous membranes, open wounds, or through intimate sexual contact with that person.
- a) True
 - b) False
- Q5: Hepatitis is an inflammation of the:
- a) kidney.
 - b) liver.
 - c) pancreas.
- Q6: There are ____ strains of Hepatitis.
- a) 7
 - b) 4
 - c) 3
- Q7: There are vaccines for strains _____ of Hepatitis.
- a) A & C
 - b) A & B
 - c) B & C
- Q8: _____ is one way you can become infected with Hepatitis B.
- a) Soaking in a hot tub
 - b) Sharing a taxi with an infected person
 - c) Kissing



Blood Borne Pathogens Driver Training Exam

Q9: You don't know whether or not an injured person is infected with HIV or HBV, but you assume they are infected. This is an example of:

- a) personal protective equipment.
- b) taking universal precautions.
- c) exposure control.

Q10: Blood borne pathogens are micro-organisms that can be present in human blood and can cause a number of diseases.

- a) True
- b) False

Q11: If you come into direct contact with blood or other bodily fluids:

- a) stop your route and immediately drive to the doctor.
- b) get the complete medical history of the passenger involved in the incident.
- c) don't panic

Candidate Name:

Johnny W

Test Administrator:

MC

Candidate Signature

[Redacted Signature]

Date:

04/18/2012

Child Check Pledge

Child Check Policy

Drivers and monitors/assistants shall complete a thorough check of the vehicle for students at the end of each route, end of the shift, and prior to leaving the vehicle at any time in accordance with the NEC Child Check Standard. Failure to comply with the Standard will lead to disciplinary action, up to and including termination. If a child is left unattended, the driver and bus monitor/assistant (if present) will be terminated.

I commit to fulfilling my responsibility to student safety by completing a thorough Child Check at the end of each route, end of the shift, and prior to leaving the vehicle at any time.

Johnthony Walker
Employee Name

Employee Number

[Redacted Signature]
Employee Signature

04/18/2016
Date





New Driver Training Course - Final Exam

MEET THE BUS

- Q1: A school bus needs a minimum of _____ feet of overhead clearance.
- a) 10
 - b) 11
 - c) 12
- Q2: A transmission that slips is most likely an indication of a problem with the _____.
- a) drive system
 - b) power train system
 - c) electrical system
- Q3: The stopping distance that a school bus needs to come to a complete stop is:
- a) two to three times greater than that of a car.
 - b) equal to that of a car.
 - c) always 200 feet.
- Q4: For most buses, the turning radius is about _____ for the front, while the rear of the bus usually has a turning radius of about _____.
- a) 30 feet, 65 feet.
 - b) 35 feet, 70 feet
 - c) 60 feet, 35 feet
- Q5: You should take caution when using the convex mirrors because:
- a) objects in those mirrors are much closer than they appear.
 - b) objects in those mirrors are farther than they appear.
 - c) objects in those mirrors are reflections.

PRE- & POST-TRIP INSPECTIONS

- Q6: On the vehicle inspection checklist, you need to keep track of:
- a) problems you find during inspection.
 - b) whether or not the problems you found on earlier inspections have been taken care of.
 - c) both
- Q7: You should check the fluids:
- a) before starting the engine.
 - b) while the engine is running.
 - c) only during the post-trip inspection.



New Driver Training Course - Final Exam

- Q8: If you write up a problem once, you don't need to write it up again.
- a) true
 - b) false
- Q9: What does it mean to take a "methodical" approach to checking the bus?
- a) it means you follow the methods outlined in your study guide
 - b) it means you do it differently each time so that you don't overlook anything
 - c) it means you perform the pre-trip inspection the same way every time
- Q10: Which of the following is the best reason for why you need to perform a post-trip inspection?
- a) to catch problems that can develop during the route
 - b) to double check your work
 - c) to comply with the rules

MIRROR ADJUSTMENT & REFERENCE POINTS

- Q11: The three-foot reference point is extremely useful for:
- a) left turns.
 - b) right turns.
 - c) backing.
- Q12: Which mirrors allow you to see directly in front of the bus, which would otherwise be a very dangerous blind spot?
- a) the flat mirrors
 - b) the convex mirrors
 - c) the crossover mirrors
- Q13: Adjust your passenger mirror so that you can see:
- a) the heads of as many students as possible
 - b) the heads of problem students
 - c) the drivers behind the bus
- Q14: The spot where the _____ touch the pavement should be visible at the bottom outside of flat the mirrors.
- a) front wheels
 - b) rear wheels
 - c) front and rear wheels



New Driver Training Course - Final Exam

SAFETY BASICS

Q21: The best definition of safety is:

- a) "absence of accidents".
- b) "freedom from risk".
- c) "paying attention".

Q22: Without exception, _____ are at the root cause of accidents.

- a) vehicles
- b) coincidences
- c) people

Q23: The 300:29:1 theory points out that unsafe behavior patterns will _____ lead to accidents.

- a) always
- b) most likely
- c) sometimes

Q24: Keeping your eyes and head constantly moving while driving is a good way to help you:

- a) stay within your performance capabilities.
- b) pay attention.
- c) avoid a behavior pattern.

Q25: Not performing a pre-trip inspection everyday as it should be performed is an example of which type of accident causing behavior:

- a) failure to pay attention.
- b) exceeding performance capabilities.
- c) unsafe behavior patterns.

LLLC DEFENSIVE DRIVING

Q26: In addition to constantly *Looking Around*[™], you should:

- a) check your mirrors every 5-8 seconds.
- b) avoid moving your head and shoulders.
- c) look right, left and right again at every intersection.

Q27: It's important to use the *Look Ahead*[™] principle so you can identify:

- a) potential hazards.
- b) road signs up ahead.
- c) upcoming turns.



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Q28: When you use *The Four Driving Principles to Safety*[™] you will have extra time to:

- a) perform your post-trip inspection.
- ~~b)~~ adjust and react to potential dangers.
- c) alert other drivers of your intentions.

Q29: The easiest place to *Leave Room*[™] around your bus is:

- a) the rear of the bus.
- ~~b)~~ right in front of your bus.
- c) the sides of the bus.

Q30: A way to *Communicate*[™] with other drivers on the road is to:

- ~~a)~~ use your signals before turning or changing lanes.
- b) give a friendly wave when someone lets you go first.
- c) shout out the window when someone cuts you off.

INTERSECTIONS

Q31: When approaching a stale green light:

- a) stop.
- ~~b)~~ cover your brake.
- c) speed up.

Q32: If two drivers arrive at the same time at a four-way stop, which driver should yield the right-of-way?

- a) The driver turning left always has the right-of-way
- b) The driver on the right must yield the right-of-way to the driver on their left
- ~~c)~~ The driver on the left must yield the right-of way to the driver on their right

Q33: As you approach the intersection, look:

- ~~a)~~ to the left, right and left again.
- b) straight ahead.
- c) to the left.

Q34: A two lane road with cross streets and no stop signs or lights is an example of _____ intersection.

- a) a regulated
- ~~b)~~ an unregulated
- c) an exempt



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Q35: To a professional driver, a yellow light should always mean what?

- a) stop
- b) proceed with caution
- c) Speed up

SAFE BACKING

Q36: When backing, you have to make sure that people near or behind the bus know:

- a) your intentions
- b) about the spotter
- c) the bus procedures

Q37: When using a spotter for backing, make sure to have the spotter stand at the _____ of the bus.

- a) rear driver's side
- b) back and center
- c) rear passenger's side

Q38: It is imperative that you NEVER back the bus when _____ are nearby.

- a) children
- b) stationary objects
- c) other vehicles

Q39: When you use a spotter, you should FIRST:

- a) activate the warning lights.
- b) agree on the hand signals that will be used.
- c) get out and look behind the bus to make sure all is clear.

Q40: If you know your G.O.A.L., you will make sure:

- a) everything is clear in the rear.
- b) the vehicle is secure.
- c) you have activated your warning lights.

RAILROAD CROSSINGS

Q41: On roads with no stop line, you must stop the bus:

- a) approximately 50 feet from the tracks.
- b) no closer than 15 feet from the crossing.
- c) exactly 35 feet from the crossbuck sign.



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- Q42: The first step to safety at crossings is to
- a) start slowing down the moment you see railroad tracks.
 - b) start slowing down once you've passed the advance warning sign.
 - c) start slowing down when you see the advance warning sign.
- Q43: Never drive onto the tracks unless there is at least enough space for _____ beyond the tracks.
- a) 15 feet of clearance
 - b) at least one bus length
 - c) two bus lengths
- Q44: At crossings with more than one set of tracks, after one train has passed you should:
- a) proceed quickly.
 - b) stop, look and listen for another train.
 - c) stop and wait until the other cars proceed.
- Q45: Which of the following is the most important thing you can do to keep you and your passengers safe at railroad crossings?
- a) Always expect a train.
 - b) Know your route.
 - c) Stop at least 12 feet from the tracks.

DANGER ZONES

- Q46: Children should walk ___ big steps ahead of the bus before turning to cross.
- a) 5
 - b) 10
 - c) 15
- Q47: _____ the kids as they leave the bus and again as they walk away from the bus.
- a) Greet
 - b) Count
 - c) Signal
- Q48: Knowing _____ is one way to avoid danger zone accidents.
- a) which children cross the street
 - b) how many children are on the route
 - c) the children's names

Child Check Quiz

Driver Name:	Johnthony Walker
Driver Signature:	
Date:	04/18/2014
Score:	100

Drivers must receive retraining for any questions that were answered incorrectly. Document retraining, if any in the space below:

Date:	
Subject:	
Trainer:	
Description of Retraining:	

1) The purpose of a child check is to:

- a. check for sleeping children
- b. find lost articles
- c. avoid leaving a child unattended

2) A child check must be completed:

- a. at the end of each route
- b. at the end of your shift during your post-trip
- c. daily
- d. both a and b
- e. both b and c

3) Counting children as they board is an acceptable substitute for a child check.

True or False

4) If a driver leaves a child unattended,

- a. the driver will be terminated
- b. the driver will be suspended
- c. the driver must undergo retraining

5) If your bus has a bus assistant, you and the assistant may split the child check.

True or False

6) A thorough child check includes checking underneath each and every seat.

True or False

7) A child check must be conducted

- a. On regular education routes
- b. On special education routes
- c. On field trips
- d. All of the above

8) If a child is left unattended on a bus, they could

- a. be hit by a vehicle
- b. be exposed to strangers
- c. suffer from extreme heat or cold
- d. all of the above

9) Drivers who have a "park-out" vehicle need not complete a child check.

True or False

10) Criminal child endangerment charges can be filed against drivers who leave a child unattended.

True or False

11) Most incidents of a child being left on board occur with

- a. A new driver
- b. An experienced driver
- c. Any driver. It can happen to anyone who fails to conduct a child check

12) Since the kids are old enough to be responsible, a child check is not necessary on high school routes.

True or False

13) On a field trip with chaperones, a child check is not necessary.

True or False

14) Drivers who leave children unattended do so because they do not care about the kids.

True or False


15) Special education children are less likely to be left unattended because the bus is small.

True or False

Johnthony Walker,

You are required to come to training trailer on Friday the 20th to complete a 30 day evaluation. It is mandatory and you will get paid for one hour. Please don't miss this appointment since summer is almost here we need to complete this before school is out.

Thank you,


Malia Cullup

Driver signature _____



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- Q8: If you write up a problem once, you don't need to write it up again.
- a) true
 - b) false
- Q9: What does it mean to take a "methodical" approach to checking the bus?
- a) it means you follow the methods outlined in your study guide
 - b) it means you do it differently each time so that you don't overlook anything
 - c) it means you perform the pre-trip inspection the same way every time
- Q10: Which of the following is the best reason for why you need to perform a post-trip inspection?
- a) to catch problems that can develop during the route
 - b) to double check your work
 - c) to comply with the rules

MIRROR ADJUSTMENT & REFERENCE POINTS

- Q11: The three-foot reference point is extremely useful for:
- a) left turns.
 - b) right turns.
 - c) backing.
- Q12: Which mirrors allow you to see directly in front of the bus, which would otherwise be a very dangerous blind spot?
- a) the flat mirrors
 - b) the convex mirrors
 - c) the crossover mirrors
- Q13: Adjust your passenger mirror so that you can see:
- a) the heads of as many students as possible
 - b) the heads of problem students
 - c) the drivers behind the bus
- Q14: The spot where the _____ touch the pavement should be visible at the bottom outside of flat the mirrors.
- a) front wheels
 - b) rear wheels
 - c) front and rear wheels



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Q15: The six-inch reference point is used for loading and unloading children. To mark it:

- a) park six inches from the curb and look to see where the curb line disappears on the hood.
- b) park alongside the curb and place a piece of tape six inches from the curb line onto your hood.
- c) park six inches from the curb and look to see where the ruler disappears on the windshield.

CHECK YOUR BRAKES

Q16: The reason you perform the static air pressure loss and applied air pressure loss tests is to make sure:

- a) the pressure in the tanks is low.
- b) the system is not leaking.
- c) the hydraulic brakes are working.

Q17: Which two tests would you perform on a hydraulic system?

- a) the emergency or parking brake test and the low air pressure warning test.
- b) the emergency or parking brake test and the service brake test.
- c) the emergency or parking brake test and the spring brake test.

Q18: The _____ controls the amount of air pumped into the tanks, which is measured in terms of pounds per square inch or psi.

- a) governor
- b) spring
- c) air brake

Q19: The low air pressure warning device should come on at about:

- a) 55 to 45 psi
- b) 65 to 55 psi
- c) 75 to 65 psi

Q20: Most of the brake fluid in hydraulic brakes is stored in the:

- a) brake lines.
- b) master cylinder.
- c) pistons.



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Q49: This is an example of an indirect way you can prevent children from staying in the danger zone.

- a) having a discussion with your passengers at the beginning of the school year
- b) counting the kids as they cross the street
- c) watch for strings hanging off of jackets and backpacks

Q50: As you approach a pickup area, you should:

- a) scan the entire area and take note of where the children are
- b) scan the entire area directly in front of and behind the bus
- c) look straight ahead

STUDENT MANAGEMENT

Q51: If you happen to notice that a student is carrying a knife or a gun, what should you do?

- a) Confront them.
- b) Refuse to let them on the bus.
- c) Take note of who it is and do nothing else until you are able to notify your supervisor.

Q52: When enforcing the rules, it's best to say:

- a) "If you don't behave, I'll make you sit up front"
- b) "If you don't behave, you'll be required to sit up front"
- c) "If you don't behave, I'll be required to make you shut up"

Q53: During which of the following instances is it ok to hold conversations with your students through the rearview mirror while driving?

- a) When there is a serious behavior problem to address.
- b) When you know it will be a short conversation.
- c) It is never ok to hold conversations with your students through the rearview mirror while driving.

Q54: Being firm does not mean:

- a) being rude, nasty, or dominating.
- b) that the rules are not debatable.
- c) that the rules are not subject to change.

Q55: When should you write a report?

- a) At the end of the week.
- b) As soon as the behavior occurs, even if this means pulling the bus over.
- c) Immediately at the end of your shift.



SAFE BUS STOPS

Q56: Cars parked along the street near a bus stop can be a hazard because:

- a) they may pull out.
- b) it is difficult to maneuver a bus down a narrow street.
- c) students could be hidden by them.

Q57: A snow mound at a bus stop can be hazardous because:

- a) it blocks your view of the students.
- b) students may slip and fall from it while playing.
- c) both a and b are correct.

Q58: In high wind watch for:

- a) downed trees.
- b) students who return to the bus because something blew out of their hands.
- c) tornado warnings.

Q59: It's all right to let a child off at a stop other than his own, if he asks politely.

- a) true
- b) false

Q60: When you come upon a bus stop you think it may be unsafe:

- a) report it to your supervisor.
- b) do nothing. The school board sets the stops and you can't do anything about it.
- c) find a better stop and instruct the student to wait there from now on.

PREPARING STUDENTS TO LEARN

Q61: What do we mean when we say good feelings are "contagious?"

- a) It means your good mood can rub off on your passengers.
- b) It means good moods make people feel sick.
- c) It means if you are in a good mood, all of your passengers will also be in a good mood.

Q62: As you greet the students, you should always try to:

- a) comment on each child's hair or outfit.
- b) make eye contact with each child and smile.
- c) remain neutral.



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Q63: The quickest way to lose respect and control on your bus is to:

- a) lose control yourself.
- b) be in a bad mood.
- c) become distracted.

Q64: Driving safely can actually impact a student's performance in school.

- a) true
- b) false

Q65: It's easy to interact with well-behaved students, but you must be careful not to:

- a) single anyone out for good behavior.
- b) smile at everyone.
- c) show favoritism.

EMERGENCY EVACUATIONS

Q66: If you're involved in a minor collision and the bus is in a safe location:

- a) you should evacuate the children immediately.
- b) the children should stay on the bus.
- c) you must move the bus 100 feet away.

Q67: Your primary concern during an emergency should be:

- a) the safety of your students.
- b) the safety of your bus.
- c) getting the children off the bus.

Q68: When you evacuate students, you must:

- a) always exit through the front door.
- b) count to make sure all students are accounted for.
- c) always leave through the rear door.

Q69: Students must be _____ feet away from the bus to be safe.

- a) 100
- b) 75
- c) 200

Q70: When you must evacuate the bus, you should:

- a) exit first and assist students off the bus.
- b) guide students one seat at a time off the bus.
- c) tell students to meet you outside the bus.



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POST-ACCIDENT PROCEDURES

Q71: If you know the accident was your fault, you should tell the other driver that you accept fault.
a) true
 b) false

Q72: The first step in an accident situation is to secure your students and your _____.
 a) vehicle
b) personal belongings
c) accident report form

Q73: You should obtain insurance information from the other drivers involved; this includes
 gathering which two pieces of information?
 a) Insurer and policy number.
b) Policy date and policy number.
c) Policy date and Insurer.

Q74: Warning devices are primarily used to:
 a) advise police and other responders of where to park.
 b) notify other drivers to prevent additional accidents.
c) set a perimeter around the students to establish a safe area.

Q75: When checking for injuries, you should say:
 a) is everyone ok?
b) is anyone hurt?
c) has anyone broken anything?

Test Score	<u>100</u>	first attempt	
	<small>(must be 100% to pass)</small>		
Test Score	_____	second attempt	FINAL RESULTS: <u>P</u>
	<small>(must be 100% to pass)</small>		<small>Pass/Fail</small>
Test Score	_____	third attempt	
	<small>(must be 100% to pass)</small>		
Candidate Name:	<u>Jonathon W</u>	Test Administrator:	<u>MC</u>
Candidate Signature:		Test Admin Signature:	
Date:	<u>042510</u>		