

## SUMMARY

### STEPS TO FOLLOW WHEN TRAINING A SCHOOL BUS DRIVER

STEP 1	APPLICATION – (ADMINISTRATIVE)
STEP 2	INTERVIEW – (ADMINISTRATIVE)
STEP 3	EDUCATION VERIFICATION - (ADMINISTRATIVE)
STEP 4	PRE-EMPLOYMENT ROAD TEST - (ADMINISTRATIVE)
STEP 5	MVR - (ADMINISTRATIVE)
STEP 6	CRIMINAL RECORD CHECK - (ADMINISTRATIVE)
STEP 7	PHYSICAL - (ADMINISTRATIVE)
STEP 8	PRE-EMPLOYMENT DRUG TEST
STEP 9	ALL CLEAR
STEP 10	CDL STUDY PERIOD – (CLASSROOM)
STEP 11	CDL WRITTEN TESTS – (ADMINISTRATIVE)
STEP 12	CARE AND MAINTENANCE - (CLASSROOM)
STEP 13	DRIVING FUNDAMENTALS - (CLASSROOM)
STEP 14	DEFENSIVE DRIVING (CLASSROOM)
STEP 15	LAWS AND REGULATIONS - (CLASSROOM)
STEP 16	VEHICLE OPERATION (CLASSROOM)
STEP 17	VEHICLE OPERATION – PART I – (BEHIND-THE-WHEEL)
STEP 18	PUPIL MANAGEMENT - (CLASSROOM)
STEP 19	VEHICLE OPERATION – PART II
STEP 20	CRITICAL SITUATIONS - (CLASSROOM)
STEP 21	FIRST AID - (CLASSROOM)
STEP 22	VEHICLE OPERATION – PART III – (BEHIND-THE-WHEEL)
STEP 23	VEHICLE CONTROL AT SPEED – (BEHIND-THE-WHEEL)
STEP 24	SPECIAL NEEDS TRANSPORTATION - (CLASSROOM)

STEP 25	EXTRA-CURRICULAR TRIPS - (CLASSROOM)
STEP 26	INCIDENTS AND EMERGENCY PROCEDURES - CLASSROOM)
STEP 27	LOADING AND UNLOADING (CLASSROOM)
STEP 28	FORWARD CONTROL BUS (CLASSROOM)
STEP 29	COMMERCIAL DRIVER'S LICENSE (CLASSROOM)
STEP 30	BUS ROUTE ID - (BEHIND-THE-WHEEL)
STEP 31	DRIVER REVIEW I – (BEHIND-THE-WHEEL)
STEP 32	100 QUESTION TEST - (CLASSROOM)
STEP 33	CDL SKILLS TEST – (BEHIND-THE-WHEEL)
STEP 34	CONTRACT – (ADMINISTRATIVE)
STEP 35	DATA SHEET SUBMISSION – (ADMINISTRATIVE)
STEP 36	DRIVER REVIEW II – (BEHIND-THE-WHEEL)
STEP 37	DIPLOMA - (ADMINISTRATIVE)
STEP 38	DRIVER REWVIEW III