

CHAPTER 2
TRAINING, CERTIFYING
AND PROPERLY SCORING
SCHOOL BUS DRIVERS

INTRODUCTION

This chapter deals with the sequence of events that should occur when training a school bus driver. All school districts have their own training calendar. Many are time-efficient, while others are not. This chapter gives a recommended step-by-step procedure for training school bus drivers. Pupil Transportation recommends the sequential training events outlined in this chapter. Documentation must be present in the driver's file that represents each of the training requirements or steps.

To further aid you, the Driver Training Instructor, in the training and scoring of perspective driver applicants, this chapter also fully explains the proper scoring of all driver candidates.

STEP 1

APPLICATION

Have the applicant complete an application. (See the sample application.)

(STEP 1 – APPLICATION)

SAMPLE SCHOOL BUS DRIVER APPLICATION

(Example of a form that may be used)

NAME:		AGE:	SEX:
CURRENT ADDRESS:			
HOW LONG HAVE YOU LIVED AT CURRENT ADDRESS?			
PREVIOUS ADDRESS:			
HOW LONG DID YOU LIVE THERE?			
SSN#	DOB:	PLACE:	
YEARS OF FORMAL EDUCATION COMPLETED:			
GRADE SCHOOL:	HIGH SCHOOL:	COLLEGE:	
CURRENT DRIVER'S LICENSE: OPERATOR'S		CDL:	
OTHER:	NUMBER:	STATE:	
HAVE YOU HAD ANY TYPE OF VEHICLE ACCIDENT IN THE LAST THREE YEARS? YES: NO: IF YES, GIVE APPROXIMATE DATE:			
HAVE YOU BEEN ARRESTED FOR A MOVING TRAFFIC VIOLATION IN THE LAST THREE YEARS? YES: NO: IF YES, GIVE APPROXIMATE DATE:			
HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? YES: NO:			
TO THE BEST OF MY KNOWLEDGE, THE ANSWERS TO THE ABOVE QUESTIONS ARE COMPLETE AND CORRECT: DATE: SIGNATURE:			
REFERENCES (DO NOT USE RELATIVES, INCLUDE AT LEAST TWO PROFESSIONALS.)			
NAME	ADDRESS	PHONE	OCCUPATION

STEP 2

FIVE QUESTIONS TRANSPORTATION INTERVIEW

You, the Driver Training Instructor, must interview the driver applicant and score their answers. This is part of the FIXED 610 point total. The score sheet must become part of the Driver's Training File.

(STEP 2 – INTERVIEW)

INTERVIEW SHEET

DRIVER: _____ INSTRUCTOR: _____

DATE: _____

INTERVIEW

MAX SCORE 50

SCORE EARNED _____

PERSONAL APPEARANCE AND INTERVIEW EXAMINATION:		
TOPIC	MAX SCORE	SCORE EARNED
A. Personal Cleanliness and Wearing Apparel	10	
B. Personality	10	
C. General Attitude	15	
D. Job Interview:		
1. Why do you want to be a school bus driver?	3	
2. What qualifications do you have?	3	
3. Do you have a plan for pupil management? (Explain)	3	
4. Do you have previous over-the-road driving experience in a bus, truck or extended auto travel?	3	
5. Why should we consider you for this job?	3	
	TOTAL POSSIBLE:	50
	TOTAL SCORE:	

STEP 3

EDUCATION VERIFICATION

The driver applicant must have at least a high school diploma, GED or currently show progress toward obtaining his/her diploma in an accredited program. This requirement became effective on July 13, 1990. Have the applicant bring verification to the interview.

LEGAL OPINION

KRS 161.011 mandates that any person initially hired to hold a position of a classified employee after July 13, 1990 (which would include bus drivers) must hold at least a high school diploma or GED certificate or show progress toward obtaining a GED.

To show progress toward obtaining a GED, a person shall be enrolled in a GED program and be progressing satisfactorily through the program. For those classified employees (bus drivers) who were initially hired before July 13, 1990, local school districts shall encourage such employees who do not have a high school diploma or GED certificate to enroll in a program to obtain a high school diploma.

STEP 4

PRE-EMPLOYMENT ROAD TEST

You, the Driver Training Instructor, must administer the pre-employment road test. It only takes five minutes. You decide, “Can I train this applicant?” Not, “Can he/she already drive?”

This needs to be done on school property, if possible, and not on a school bus. The question of insurance coverage must be addressed before putting anyone in a vehicle.

(SEE THE SCORE SHEET.)

PRE-EMPLOYMENT ROAD TEST

SCORE SHEET

APPLICANTS NAME: _____ DATE: _____

DRIVER TRAINING INSTRUCTOR NAME: _____ DATE: _____

BOARD OF EDUCATION: _____

The driver applicant should exhibit basic knowledge in the following:

	Acceptable	Unacceptable
1) Applicant followed instruction	_____	_____
2) Applicant was open to advice	_____	_____
3) Steering technique used:	_____	_____
Place check by technique used:		
a) Hand over Hand	_____	
b) Push-Pull	_____	
c) Palm	_____	
d) Hook	_____	
e) Other	_____	
4) Backing vehicle in straight line using mirrors only	_____	_____
5) Applicant consistently performed visual scan	_____	_____
6) Posture	_____	_____
a) Hand position on wheel	_____	_____
b) Right foot positioning on pedal	_____	_____
c) Adaptability to bus size	_____	_____

I recommend the applicant for enrollment into the Kentucky School Bus Driver Certification Program.

Yes _____ No _____

Comments:

Driver Training Instructor Signature: _____ DATE: _____

Applicants Signature: _____ DATE: _____

STEP 5

MOTOR VEHICLE RECORD (MVR) CHECK

Have the applicant complete a request for a motor vehicle record check. You, the Driver Training Instructor, should review the motor vehicle record check and your local school board transportation employment policies and decide whether the applicant qualifies to be admitted into your district school bus driver training program. Each local school district **must** develop local board policies outlining employment parameters.

(STEP 5 – MVR CHECK)

MVR RELEASE AUTHORIZATION

TRANSPORTATION DEPARTMENT

I, _____ DO HEREBY
AUTHORIZE THE DIVISION OF DRIVER LICENSING TO RELEASE A FIVE (5)
YEAR COPY OF MY DRIVING RECORD TO THE _____
_____.

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

SIGNATURE DATE

SUBSCRIBED IN MY PRESENCE AND SWORN UNTO ME THIS _____
DAY OF _____, _____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

STEP 6

CRIMINAL RECORD CHECK

A Criminal Record Check must be requested from the Kentucky State Police. Each school district **must** develop board policies outlining employment parameters. The criminal record check must then be examined to determine whether the applicant qualifies to be admitted into your district school bus driver training program.

STEP 7
PHYSICAL

Send the applicant to get his/her physical.

Give the applicant all three (3) sections of the physical form plus the white wallet size card. Once you get the physical forms back – go over them. Did the applicant pass? Are the eyes O.K.? Is the hearing O.K.? Does everything look O.K.? Did he/she pass their drug test?

The three (3) sections of the school bus driver physical are:

- 1) TC94-35E
- 2) Tuberculosis check page (required upon initial employment only)
- 3) Medical Examiner's Certificate

MEDICAL EXAMINATION REPORT For Commercial Driver Fitness Determination

1. DRIVER'S INFORMATION Driver completes this section

Driver's Name (Last, First, Middle)		Social Security Number		Birthdate (mm/dd/yyyy)	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F
<input type="checkbox"/> New Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Follow Up	Date of Exam	Driver License Number		License Class <input type="checkbox"/> A <input type="checkbox"/> C <input type="checkbox"/> B <input type="checkbox"/> D <input type="checkbox"/> Other	State of Issue	
Address		City, State, Zip Code		Telephone Numbers Work () Home ()		

2. HEALTH HISTORY Driver completes this section, but medical examiner is encouraged to discuss with driver.

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Any illness or injury in last five years?	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes or elevated blood sugar controlled by:
<input type="checkbox"/>	<input type="checkbox"/>	Head/Brain injuries, disorders or illnesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> diet
<input type="checkbox"/>	<input type="checkbox"/>	Seizures, epilepsy <input type="checkbox"/> medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> pills
<input type="checkbox"/>	<input type="checkbox"/>	Eye disorders or impaired vision (except corrective lenses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> insulin
<input type="checkbox"/>	<input type="checkbox"/>	Ear disorders, loss of hearing or balance	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or psychiatric disorders, e.g. severe depression <input type="checkbox"/> medication
<input type="checkbox"/>	<input type="checkbox"/>	Heart disease or heart attack; other cardiovascular condition <input type="checkbox"/> medication	<input type="checkbox"/>	<input type="checkbox"/>	Loss of, or altered consciousness
<input type="checkbox"/>	<input type="checkbox"/>	Heart surgery (valve replacement/bypass, angioplasty, pace-maker)	<input type="checkbox"/>	<input type="checkbox"/>	Fainting, dizziness
<input type="checkbox"/>	<input type="checkbox"/>	High blood pressure <input type="checkbox"/> medication	<input type="checkbox"/>	<input type="checkbox"/>	Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring
<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease	<input type="checkbox"/>	<input type="checkbox"/>	Stroke or paralysis
<input type="checkbox"/>	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>	Missing or impaired hand, arm, foot, leg, finger, toe
<input type="checkbox"/>	<input type="checkbox"/>	Lung disease, emphysema, asthma, chronic bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	Spinal injury or disease
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease, dialysis	<input type="checkbox"/>	<input type="checkbox"/>	Chronic low back pain
<input type="checkbox"/>	<input type="checkbox"/>	Liver disease	<input type="checkbox"/>	<input type="checkbox"/>	Regular, frequent alcohol use
<input type="checkbox"/>	<input type="checkbox"/>	Digestive problems	<input type="checkbox"/>	<input type="checkbox"/>	Narcotic or habit forming drug use

For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently.

I certify that the above information is complete and true. I understand that inaccurate, false or missing information may invalidate the examination and my Medical Examiner's Certificate.

Date

Medical Examiner's Comments on Health History (The medical examiner must review and discuss with the driver any 'yes' answers and potential hazards of medications, including over-the-counter medications, while driving.)

TESTING (Medical Examiner completes Section -3 through 7)

Standard: At least 20/40 acuity (Snellen) in each eye with or without correction. At least 70° peripheral in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.

3. VISION

INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-comparable values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 as numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. Monocular drivers are not qualified.

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED	HORIZONTAL FIELD OF VISION
Right Eye	20/	20/	Right Eye °
Left Eye	20/	20/	Left Eye °
Both Eyes	20/	20/	°

Applicant can recognize and distinguish among traffic control signals and devices showing standard red, green and amber colors? Yes No

Applicant meets visual acuity requirement only when wearing:

Corrective Lenses

Monocular Vision: Yes No

Complete next line only if vision testing is done by an ophthalmologist or optometrist

Date of Examination _____ Name of Ophthalmologist or Optometrist (print) _____ Telephone No. _____ License No./State of Issue _____

Signature _____

4. HEARING

Standard: a) Must first perceive forced whispered voice ≥ 5 ft., with or without hearing aid, or b) average hearing loss in better ear ≤ 40 dB

Check if hearing aid used for test. Check if hearing aid required to meet standard.

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14 dB from ISO for 500 Hz, -10 dB for 1,000 Hz, -8.5 dB for 2,000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

a) Record distance from individual at which forced whispered voice can first be heard.	Right Ear Feet	Left Ear Feet
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b) If audiometer is used, record hearing loss in decibels. (acc. to ANSI Z24.5-1951)

Right Ear			Left Ear		
500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
Average:			Average:		

5. BLOOD PRESSURE/PULSE RATE

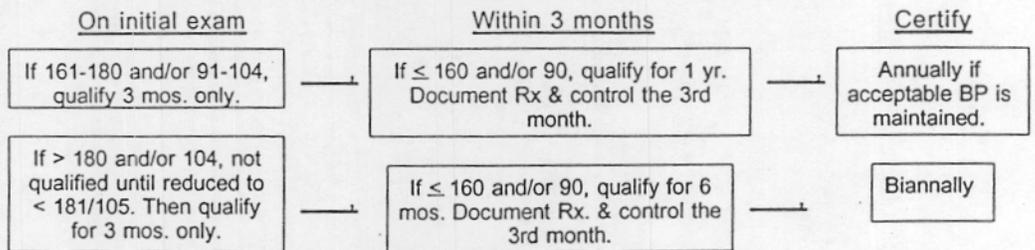
Numerical readings must be recorded.

Blood Pressure	Systolic	Diastolic
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Driver qualified if $\leq 160/90$ on initial exam.

Pulse Rate	<input type="checkbox"/> Regular
	<input type="checkbox"/> Irregular

GUIDELINES FOR BLOOD PRESSURE EVALUATION



Medical examiner should take at least 2 readings to confirm blood pressure.

6. LABORATORY AND OTHER TEST FINDINGS

Numerical readings must be recorded.

Urinalysis is required. Protein, blood or sugar in the urine may be an indication for further testing to rule out any underlying medical problem.

URINE SPECIMEN	SP. GR.	PROTEIN	BLOOD	SUGAR
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Other Testing (Describe and record)

7. PHYSICAL EXAMINATION Height: _____ (in.) Weight: _____ (in.)

The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a commercial motor vehicle safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for.

See *Instructions to the Medical Examiner* for guidance.

BODY SYSTEM	CHECK FOR:	YES*	NO
1. General Appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.	<input type="checkbox"/>	<input type="checkbox"/>
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.	<input type="checkbox"/>	<input type="checkbox"/>
3. Ears	Middle ear disease, occlusion of external canal, perforated eardrums.	<input type="checkbox"/>	<input type="checkbox"/>
4. Mouth and Throat	Irremediable deformities likely to interfere with breathing or swallowing.	<input type="checkbox"/>	<input type="checkbox"/>
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker.	<input type="checkbox"/>	<input type="checkbox"/>
6. Lungs and chest, not including breast examination	Abnormal chest wall expansion, abnormal respiratory rate, abnormal breath sounds including wheezes or alveolar rales, impaired respiratory function, dyspnea, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/or x-ray of chest.	<input type="checkbox"/>	<input type="checkbox"/>
7. Abdomen and Viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abdominal wall muscle weakness.	<input type="checkbox"/>	<input type="checkbox"/>
8. Vascular System	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.	<input type="checkbox"/>	<input type="checkbox"/>
9. Genito-urinary	Hernias.	<input type="checkbox"/>	<input type="checkbox"/>
10. Extremities - Limb impaired. Driver may be subject to SPE certificate if otherwise qualified.	Loss or impairment of leg, foot, toe, arm, hand, finger. Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.	<input type="checkbox"/>	<input type="checkbox"/>
11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.	<input type="checkbox"/>	<input type="checkbox"/>
12. Neurological	Impaired equilibrium, coordination or speech pattern; paresthesia, asymmetric deep tendon reflexes, sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.	<input type="checkbox"/>	<input type="checkbox"/>

*COMMENTS: _____

Note certification status here. See *instructions to the Medical Examiner for guidance.*

Meets standards in 49 CFR 391.41; qualifies for 2 year certificate

Does not meet standards

Meets standards, but periodic evaluation required

Due to _____ driver qualified for only:

3 months year

6 months Other

Temporarily disqualified due to (condition or medication):

Return to medical examiner's office for follow up on-

O wearing corrective lenses
wearing hearing aid
Accompanied by a _____-waiver/exemption Skill
Performance Evaluation (SPE) Certificate Driving within an
exempt intracity zone Qualified by operation of 49 CFR
391.64

Medical Examiner's Signature

Medical Examiner's Name (print)-

Address-

Telephone Number--:

If meets standards, complete a Medical Examiner's Certificate according to 49 CFR 391.43(h).
(Driver must ca" certificate when operating a commercial vehicle.)

49 CFR 391.41 Physical Qualifications for Drivers

THE DRIVER'S ROLE

Responsibilities, work schedules, physical and emotional demands, and lifestyles among commercial drivers vary by the type of driving that they do. Some of the main types of drivers include the following: turn around or short relay (drivers return to their home base each evening); long relay (drivers drive 8-10 hours and then have an 8-hour off-duty period), straight through haul (cross country drivers); and team drivers (drivers share the driving by alternating their 4-hour driving periods and 4-hour rest periods).

The following factors may be involved in a driver's performance of duties: abrupt schedule changes and rotating work schedules, which may result in irregular sleep patterns and a driver beginning a trip in a fatigued condition; long hours; extended time away from family and friends, which may result in lack of social support; tight pickup and delivery schedules, with irregularity in work, rest, and eating patterns, adverse road, weather and traffic conditions, which may cause delays and lead to hurriedly loading or unloading cargo in order to compensate for the lost time; and environmental conditions such as excessive vibration, noise, and extremes in temperature. Transporting passengers or hazardous materials may add to the demands on the commercial driver.

There may be duties in addition to the driving task for which a driver is responsible and needs to be fit. Some of these responsibilities are: coupling and uncoupling trailer(s) from the tractor, loading and unloading trailer(s) (sometimes a driver may lift a heavy load or unload as much as 50,000 lbs. of freight after sitting for a long period of time without any stretching period); inspecting the operating condition of tractor and trailer(s) before, during and after delivery of cargo; lifting, installing, and removing heavy tire chains; and, lifting heavy tarpaulins to cover open top trailers. The above tasks demand agility, the ability to bend and stoop, the ability to maintain a crouching position to inspect the underside of the vehicle, frequent entering and exiting of the cab, and the ability to climb ladders on the tractor and/or trailer(s).

In addition, a driver must have the perceptual skills to monitor a sometimes complex driving situation, the judgment skills to make quick decisions, when necessary, and the manipulative skills to control an oversize steering wheel, shift gears using a manual transmission, and maneuver a vehicle in crowded areas.

391.41 PHYSICAL QUALIFICATIONS FOR DRIVERS

(a) A person shall not drive a commercial motor vehicle unless he is physically qualified to do so and, except as provided in §391.67, has on his person the original, or a photographic copy, of a medical examinee's certificate that he is physically qualified to drive a commercial motor vehicle.

(b) A person is physically qualified to drive a motor vehicle if that person:

(1) Has no loss of a foot, a leg, a hand, or an arm, or has been granted a Skill Performance Evaluation (SPE) Certificatory (formerly Limb Waiver Program) pursuant to §391.49.

(2) Has no impairment of: (i) A hand or finger which interferes with prehension or power grasping-, or (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle: or has been granted a SPE Certificate pursuant to §391.49.

(3) Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control;

(4) Has no currently clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure.

(5) Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with his ability to control and drive a commercial motor vehicle safely.

(6) Has no current clinical diagnosis of high blood pressure likely to interfere with his ability to operate a commercial motor vehicle safely. (7)

Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease which interferes with his ability to control and operate a commercial motor vehicle safely.

(8) Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a commercial motor vehicle;

(9) Has no mental, nervous, organic, or functional disease or psychiatric disorder likely to interfere with his ability to drive a commercial motor vehicle safely;

(10) Has distant visual acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/40 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green and amber;

(11) First perceives a forced whispered voice in the better ear not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) 7-24.5-1951;

(12) (i) Does not use a controlled substance identified in 21 CFR 1308.11 Schedule 1, an amphetamine, a narcotic, or any other habit-forming drug. (ii) Exception: A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who: (A) Is familiar with the driver's medical history and assigned duties; and (B) Has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle; and,

(13) Has no current clinical diagnosis of alcoholism.

INSTRUCTIONS TO THE MEDICAL EXAMINER

General Information

The purpose of this examination is to determine a driver's physical qualification to operate a commercial motor vehicle (CMV) in interstate commerce according to the requirements in 49 CFR 391.41-49. Therefore, the medical examiner must be knowledgeable of these requirements and guidelines developed by the FMCSA to assist the medical examiner in making the qualification determination. The medical examiner should be familiar with the drivers responsibilities and work environment and is referred to the section on the form, The Drive(s) Role.

In addition to reviewing the Health History section with the driver and conducting the physical examination, the medical examiner should discuss common perceptions and the over-the-counter medications relative to the side effects and hazards of these medications while driving. Educate driver to read warning labels on all medications. History of certain conditions may be cause for rejection, particularly if required by regulation, or may indicate the need for additional laboratory tests or more stringent examination perhaps by a medical specialist. These decisions are usually made by the medical examiner in light of the driver's job responsibilities, work schedule and potential for the condition to render the driver unsafe.

Medical conditions should be recorded even if they are not cause for denial, and they should be discussed with the driver to encourage appropriate remedial care. This advice is especially needed when a condition, if neglected, could develop into a serious illness that could affect driving.

If the medical examiner determines that the driver is fit to drive and is also able to perform non-driving responsibilities as may be required, the medical examiner signs the medical certificate which the driver must carry with his/her license. The certificate must be dated. Under current regulations, the certificate is valid for two years, unless the driver has a medical condition that does not prohibit driving but does require more frequent monitoring. In such situations, the medical certificate should be issued for a shorter length of time. The physical examination should be done carefully and at least as complete as indicated by the attached form. Contact the FMCSA at (202) 366-1790 for further information (a vision exemption, qualifying drivers under 49 CFR 391-64, etc.).

Federal Motor Carrier Safety Regulations - Advise Criteria -

Interpretation of Medical Statements

Since the issuance of the regulations for physical qualifications of commercial drivers, the Federal Motor Carriers Safety Administration (FMCSA) has published recommendations called Advisory Criteria to help medical examiners in determining whether a driver meets the physical qualifications for commercial driving. These recommendations have been condensed to provide information to medical examiners that (1) is directly relevant to the physical examination and (2) is not already included in the medical examiner's form. The specific regulation is printed in italics and its reference by section is highlighted.

Loss of Limb: § 391.41(b)(1)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no loss of a foot, leg, hand or an arm, or has been granted a Skill Performance Evaluation (SPE) Certificate pursuant to Section 391.49.

Limb Impairment: § 391.41(b)(2)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no impairment of: - (i) A hand or finger which interferes with prehension or power grasping, or (ii) An arm, foot, or leg which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or (iii) Any other significant limb defect or limitation which interferes with the ability to perform normal tasks associated with operating a commercial motor vehicle; or, (iv) Has been granted a Skill Performance Evaluation Certificate pursuant to Section 391.49.

A person who suffers loss of a foot, leg, hand or arm or whose limb impairment in any way interferes with the safe performance of normal tasks associated with operating a commercial motor vehicle is subject to the Skill Performance Evaluation (SPE) Certification Program pursuant to section 391.49, assuming the person is otherwise qualified.

With the advancement of technology, medical aids and equipment modifications have been developed to compensate for certain disabilities. The SPE Certification Program (formerly the Limb Waiver Program) was designed to allow persons with the loss of a foot or limb or with functional impairment to qualify under the Federal Motor Carrier Safety Regulations (FMCSRS) by use of prosthetic devices or equipment modifications which enable them to safely operate a commercial motor vehicle. Since there are no medical aids equivalent to the original body or limb, certain risks are still present, and thus restrictions may be included on individual SPE certificates when a State Director for the FMCSA determines they are necessary to be consistent with safety and public interest.

If the driver is found otherwise medically qualified (391.41(b)(3) through (13)), the medical examiner must check on the medical certificate that the driver is qualified only if accompanied by a SPE certificate. The driver and the employing motor carrier are subject to appropriate penalty if the driver operates a motor vehicle in interstate or foreign commerce without a current SPE certificate for his/her physical disability.

INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

Diabetes

§ 391.41 (b) (3)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of diabetes mellitus currently requiring insulin for control.

Diabetes mellitus is a disease which, on occasion, can result in a loss of consciousness or disorientation in time and space. Individuals who require insulin for control have conditions which can get out of control by the use of too much or too little insulin, or food intake not consistent with the insulin dosage. Incapacitation may occur from symptoms of hyperglycemic or hypoglycemic reactions (drowsiness, semi consciousness, diabetic coma or insulin shock).

The administration of insulin is, within itself, a complicated process requiring insulin, syringe, needle, alcohol sponge and a sterile technique. Factors related to a long-haul commercial motor vehicle operations, such as fatigue, lack of sleep, poor diet, emotional conditions, stress, and concomitant illness, compound the diabetic problem. Thus, because of these inherent dangers, the FMCSA has consistently held that a diabetic who uses insulin for control does not meet the minimum physical requirements of the FMCSRS.

Hypoglycemic drugs, taken orally, are sometimes prescribed for diabetic individuals to help stimulate natural body production of insulin. If the condition can be controlled by the use of oral medication and diet, then an individual may be qualified under the present rule.

(See Conference Report on Diabetic Disorders and Commercial Drivers and Insulin-Using Commercial Motor Vehicle Drivers at:

<http://www.fmcsa.dot.gov/ruiesregs/medreports.htm>)

Cardiovascular Condition

§ 391.41 (b) (4)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse or congestive cardiac failure.

The term "has no current clinical diagnosis of" is specifically designed to encompass: 'a clinical diagnosis or

(1) a current cardiovascular condition, or (2) a cardiovascular condition which has not fully stabilized regardless of the time limit. The term 'known to be accompanied by' is defined to include: a clinical diagnosis of a cardiovascular disease (1) which is accompanied by symptoms of syncope, dyspnea, collapse or congestive cardiac failure; and/or (2) which is likely to cause syncope, dyspnea, collapse or congestive cardiac failure.

It is the intent of the FMCSRs to render unqualified, a driver who has a current cardiovascular disease which is accompanied by and/or likely to cause symptoms of syncope, dyspnea, collapse, or congestive cardiac failure. However, the subjective decision of whether the nature and severity of an individual's condition will likely cause symptoms of cardiovascular insufficiency is on an individual basis and qualification rests with the medical examiner and the motor carrier. In those cases where there is an occurrence of cardiovascular insufficiency (myocardial infarction, thrombosis, etc.), it is suggested before a driver is certified that he or she have a normal resting and stress electrocardiogram (ECG) no residual complications and no physical limitations, and taking no medication likely to interfere with safe driving.

Coronary artery bypass surgery and pacemaker implantation are remedial procedures and thus, not unqualifying. Coumadin is a medical treatment which can improve the health and safety of the driver and should not, by its use, medically disqualify the commercial driver. The emphasis should be on the underlying medical condition(s) which require treatment and the general health of the driver. The FMCSA should be contacted at (202) 366-1790 for additional recommendations regarding the physical qualification of drivers on coumadin.

(See Conference on Cardiac Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/ruiesregs/medreports.htm>)

Respiratory Dysfunction

§ 391.41 (b)(5)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of a respiratory dysfunction likely to interfere with ability to control and drive a commercial motor vehicle safely.

Since a driver must be alert at all times, any change in his or her mental state is in direct conflict with highway safety. Even the slightest impairment in respiratory function under emergency conditions (when greater oxygen supply is necessary for performance) may be detrimental to safe driving.

There are many conditions that interfere with oxygen exchange and may result in incapacitation, including emphysema, chronic asthma, carcinoma, tuberculosis, chronic bronchitis and sleep apnea. If the medical examiner detects a respiratory dysfunction, that in any way is likely to interfere with the driver's ability to safely control and drive a commercial motor vehicle, the driver must be referred to a specialist for further evaluation and therapy. Anticoagulation therapy for deep vein thrombosis and/or pulmonary thromboembolism is not unqualifying once optimum dose is achieved, provided lower extremity venous examinations remain normal and the treating physician gives a favorable recommendation.

(See Conference on Pulmonary/Respiratory Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/ruiesregs/medreports.htm>)

INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

Federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

Hypertension §

391.41(b)(6)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no current clinical diagnosis of high blood pressure likely to interfere with ability to operate a commercial motor vehicle safely.

Hypertension alone is unlikely to cause sudden collapse; however, the likelihood increases when target organ damage, particularly cerebral vascular disease is present. This regulatory criteria is based upon FMCSA's Cardiac Conference recommendations, which used the report of the 1984 Joint National Committee on Detection, Evaluation, and Treatment of High Blood Pressure.

A blood pressure of 161-180 and/or 9 1 -1 04 diastolic is considered mild hypertension, and the driver is not necessarily unqualified during evaluation and institution of treatment. The driver is given a 3-month period to reduce his or her blood pressure to less than or equal to 160/90; the certifying physician should state on the medical certificate that it is only valid for that 3-month period. If the driver is subsequently found qualified with a blood pressure less than or equal to 160/90, the certifying physical may issue a medical certificate for 6 1-year period, but should confirm blood pressure control in the third month of this 1-year period. The individual should be certified annually thereafter. The expiration date must be stated on the medical certificate.

A blood pressure of greater than 180 systolic and/or greater than 104 diastolic is considered moderate to severe. The driver may not be qualified, even temporarily, until his or her blood pressure has been reduced to less than 181/105. The examining physician may temporarily certify the individual once the individual's blood pressure is below 181 and/or 105. For blood pressure greater than 180 and/or 104, documentation of continued control should be made very 6 months. The individual should be certified biannually thereafter. The expiration date must be stated on the medical certificate. Commercial drivers who present for certification with normal blood pressures but are taking medication(SE) for hypertension should be certified on the same basis as individuals who present with blood pressures in the mild or moderate to severe range. Annual recertification is recommended if the medical examiner is unable to establish the blood pressure at the time of diagnosis.

An elevated blood pressure finding should be confirmed by at least two subsequent measurements on different days. Inquiry should be made regarding smoking, cardiovascular disease in relatives, and immoderate use of alcohol. An electrocardiogram (ECG) and blood profile, including glucose, cholesterol, HDL cholesterol, creatinine and potassium, should be made. An echocardiogram and chest x-ray are desirable in subjects with moderate or severe hypertension.

Since the presence of target damage increases the risk of sudden collapse, group 3 or 4 hypertensive retinopathy, left ventricular hypertrophy not otherwise explained (echocardiography or ECG by Estes criteria), evidence of severely reduced left ventricular function, or serum creatinine of greater than 2.5 warrants the driver being found unqualified to operate a commercial motor vehicle in interstate commerce.

Treatment includes nonpharmacologic and pharmacologic modalities as well as counseling to reduce other risk factors. Most antihypertensive medications also have side effects, the importance of which must be judged on an individual basis. Individuals must be alerted to the hazards of these medications while driving. Side effects of somnolence or syncope are particularly undesirable in commercial drivers.

A commercial driver who has normal blood pressure 3 or more months after a successful operation for pheochromocytoma, primary aldosteronism (unless bilateral adrenalectomy has been performed), renovascular disease, or unilateral renal parenchymal disease, and who shows no evidence of target organ may be qualified. Hypertension that persists despite surgical intervention with no target organ disease should be evaluated and treated following the guidelines set forth above.

(See Conference on Cardiac Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregstmedreports.htm>)

Rheumatic, Arthritic, Orthopedic, Muscular, Neuromuscular or Vascular Disease § 391.41(b)(7)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease which interferes with ability to control and operate a commercial motor vehicle safely.

Certain diseases are known to have acute episodes of transient muscle weakness, poor muscular coordination (ataxia), abnormal sensations (paresthesia), decreased muscular tone (hypotonia), visual disturbances and pain which may be suddenly incapacitating. With each recurring episode, these symptoms may become more pronounced and remain for longer periods of time. Other diseases have more insidious onsets and display symptoms of muscle wasting (atrophy), swelling and paresthesia which may not suddenly incapacitate a person but may restrict his/her movements and eventually interfere with the ability to safely operate a motor vehicle. In many instances these diseases are degenerative in nature or may result in deterioration of the involved area.

Once the individual has been diagnosed as having a rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease, then he/she has an established history of that disease. The physician, when examining an individual, should consider the following: (1) the nature and severity of the individual's condition (such as sensory loss or loss of strength); (2) the degree of limitation present (such as range of motion); (3) the likelihood of progressive limitation (not always present initially but may manifest itself overtime); and (4) the likelihood of sudden incapacitation. If severe functional impairment exist. the driver does not qualify. In cases where more frequent monitoring is required, a certificate for a shorter time period may be issued. (See Conference on Neurological Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/fruiesregs/medreports.htm>)

INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

Federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

Epilepsy

5:391.41(b)(8)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.

Epilepsy is a chronic functional disease characterized by seizures or episodes that occur without warning, resulting in loss of consciousness and/or seizures. Therefore, the following drivers cannot be qualified: (1) a driver who has a medical history of epilepsy; (2) a driver who has a current clinical diagnosis of epilepsy; or (3) a driver who is taking antiseizure medication.

If an individual has had a sudden episode of a non epileptic seizure or loss of consciousness of unknown cause which did not require antiseizure medication, the decision as to whether that person's condition will likely cause loss of consciousness or loss of ability to control a motor vehicle is made on an individual basis by the medical examiner in consultation with the treating physician. Before certification is considered, it is suggested that a 6-month waiting period elapse from the time of the episode. Following the waiting period, it is suggested that the individual have a complete neurological examination. If the results of the examination are negative and antiseizure or episode loss of consciousness that resulted from a known medical condition (e.g., drug reaction, high temperature, acute infectious disease, dehydration or acute metabolic disturbance), certification should be deferred until the driver has fully recovered from that condition and has no existing residual complications, and not taking antiseizure medication.

(See Conference on Neurological Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Mental Disorders

§ 391.41(b)(9)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to drive a motor vehicle safely.

Emotional or adjustment problems contribute directly to an individual's level of memory, reasoning, attention and judgment. These problems often underlie physical disorders. A variety of functional disorders can cause drowsiness, dizziness, confusion, weakness or paralysis that may lead to in coordination, inattention, loss of functional control and susceptibility to accidents while driving. physical fatigue, headache, impaired coordination, resuming physical ailments and chronic 'nagging' pain may be present to such a degree that certification to commercial driving is inadvisable. Somatic and psychosomatic complaints should be thoroughly examined when determining an individual's overall fitness to drive. Disorders of a periodically incapacitating nature, even in the early stages of development, may warrant disqualification.

Many bus and truck drivers have documented that in various trouble" related to neurotic, personality, emotional or adjustment problems is responsible for significant fraction of their preventable accidents. The degree to which an individual is able to appreciate, evaluate and adequately respond to environmental strain and emotional stress is critical when assessing an individual's mental alertness and flexibility to cope with the stresses of commercial motor vehicle driving.

When examining the driver, it should be kept in mind that individuals who live under chronic emotional upsets may have deeply ingrained inadaptive or erratic behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior patterns. Excessively antagonistic, instinctive, impulsive, openly aggressive, paranoid or severely depressed behavior greatly interfere with the driver's ability to drive safely. Those individuals who are highly susceptible to frequent states of emotional instability (schizophrenia, affective psychoses, paranoia, anxiety or depressive neuroses) may warrant disqualification. See Psychiatric Conference Report for specific recommendations on the use of these medications and potential hazards for driving.

(See Conference on Psychiatric Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Vision

§ 391.41 (b)(10)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has distant visual acuity of at least 20/140 (Snellen) in each eye with or without corrective lenses or visual acuity separately corrected to 20/140 (Snellen) or better with corrective lenses, distant binocular acuity of at least 20/140 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

The term "ability to recognize the colors or is interpreted to mean if a person can recognize and distinguish among traffic control signals and devices showing standard red, green and amber, he or she meets the minimum standard, even though he or she may have some type of color perception deficiency. If certain color perception tests are administered. (such as Ishihara, Pseudoisochromatic, Yarn) and doubtful findings are discovered, a controlled test using signal red, green and amber may be employed to determine the driver's ability to recognize these colors.

Contact lenses are permissible if there is sufficient evidence to indicate that the driver has good tolerance and is well adapted to their use. Use of a contact lens in one eye for distance visual acuity and another lens in the other eye for near vision is not acceptable, or telescopic lenses acceptable for the driving of commercial motor vehicles.

If an individual meets the criteria by the use of glasses or contact lenses, the following statement shall appear on the Medical Examiner's

1
Certificate: "Qualified only if wearing corrective lenses."

(See Visual Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

INSTRUCTIONS TO THE MEDICAL EXAMINER (CONTINUED)

Federal Motor Carrier Safety Regulations - Advisory Criteria - (Continued)

Hearing

§ 391.41(b)(11)

A person is physically qualified to drive a commercial motor vehicle if that person:

First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid, or, if tested by use of an audiometric device, does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5-1951.

Since the prescribed standard under the FMCSRs in the American Standards (ANSI), it may be necessary to convert the audiometric results from the ISO standard to the ANSI standard. Instructions are included on the Medical Examination report form.

If an individual meets the criteria by using a hearing aid, the driver must wear that hearing aid and have it in operation at all times while driving. Also, the driver must be in possession of a spare power source for the hearing aid.

For the whispered voice test, the individual should be stationed at least 5 feet from the examiner with the ear being tested turned toward the examiner. The other ear is covered. Using the breath which remains after a normal expiration, the examiner whispers words or random numbers such as 66, 18, 23, etc. The examiner should not use only sibilants (s-sounding test materials). The opposite ear should be tested in the same manner. If the individual fails the whispered voice test, the audiometric test should be administered.

If the individual meets the criteria by the use of a hearing aid, the following statement must appear on the Medical Examiner's Certificate 'Qualified only when wearing a hearing aid.'

(See Hearing Disorders and Commercial Motor Vehicle Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Drug Use

§ 391.41(b)(12)

A person is physically qualified to drive a commercial motor vehicle if that person:

Does not use a controlled substance identified in 21CFR 1308.11, Schedule 1, an amphetamine, a narcotic, or any other habit-forming drug. Exception: A driver may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties; and has advised the driver that the prescribed substance or drug will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

This exception does not apply to methadone. The intent of the medical certification process is to medically evaluate a driver to ensure that the driver has no medical condition which interferes with the safe performance of driver tasks on a public road. If a driver uses a Schedule I drug or other substance, an amphetamine, a narcotic, or any other habit-forming drug, it may be cause for the driver to be found medically unqualified. Motor carriers are encouraged to obtain a practitioner's written statement about the effects on transportation safety of the use of a particular drug.

A test for controlled substances is not required as part of this biennial certification process. The FMCSA or the driver's employer should be contacted directly for information on controlled substances and alcohol testing under Part 382 of the FMCSRS.

The term 'uses' is designed to encompass instances of prohibited drug use determined by a physician through established medical means. This may or may not involve body fluid testing. If body fluid testing takes place, positive test results should be confirmed by a second test of greater specificity. The term 'habit-forming' is intended to include any drug or medication generally recognized as capable of being habitual, and which may impair the user's ability to operate a Commercial motor vehicle safely.

The driver is medically unqualified for the duration of the prohibited drug(s) use and until a second examination shows the driver is free from the prohibited drug(s) use. Recertification may involve a substance abuse evaluation, the negative drug test result. Additionally, given that the certification period is normally two years, the examiner has the option to certify for a period of less than 2 years if this examiner determines more frequent monitoring is required.

(See Conference on Neurological Disorders and Commercial Drivers and Conference on Psychiatric Disorders and Commercial Drivers at: <http://www.fmcsa.dot.gov/rulesregs/medreports.htm>)

Alcoholism

§ 391.41(b)(13)

A person is physically qualified to drive a commercial motor vehicle if that person:

Has no current clinical diagnosis of alcoholism.

The term "current clinical diagnosis of" is specifically designed to encompass a current alcoholic illness or those instances where the individual's physical condition has not fully stabilized, regardless of the time element. If an individual shows signs of having an alcohol-use problem, he or she should be referred to a specialist. After counseling and/or treatment, he or she may be considered for certification.

SUPPLEMENT TO TC 94-35 E

School Bus Drivers Must Be Tested For Tuberculosis Upon Initial Employment.

Tuberculin Test Required: Yes _____ No _____

Name: _____ Birthdate: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Date Given: _____

Type of Test: _____

Millimeters of Induration: _____

Date Read: _____ By Whom: _____

OR

Date X-Ray Taken: _____



No further follow-up necessary unless sign/symptoms of tuberculosis develop. *If test is positive, further follow-up with mantoux is recommended by the Cabinet for Human Resources.*

The above name patient has received a tuberculin skin test, a chest x-ray or other follow-up in accordance with current regulations.

(Date Issued)

(Medical Examiner/Health Department)

MEDICAL EXAMINER'S CERTIFICATE

I hereby certify that _____
Has been examined by me in accordance with the Kentucky Administrative Regulations concerning the physical fitness requirements for school bus drivers and in accordance with the particular items shown on Form TC 94-35E MEDICAL EXAMINATION REPORT FOR COMMERCIAL DRIVER FITNESS DETERMINATION, which is on file in my office.

In my opinion, the above named person is physically and emotionally

QUALIFIED _____ DISQUALIFIED _____

to perform the duties of a school bus driver.

Qualified only while wearing glasses: Yes _____

No _____

Other qualification restrictions: _____

Medical Examiner's Signature

Date

Medical Examiner's Signature

MEDICAL EXAMINER: Send this sheet to the Board of Education.
This sheet will serve as the official record of
your examination of the above named person.

KENTUCKY DEPARTMENT OF EDUCATION

STEP 8

PRE-EMPLOYMENT DRUG TEST

As a condition for employment, a driver applicant must be administered a drug test. The results of the test must be screened and are confidential. The test results should be in a separate folder and not be in with the driver's training records.

STEP 9

ALL CLEAR

If everything is acceptable at this point, the applicant can “now” be enrolled in the Driver Training Program.

Send a letter of acceptance to each driver applicant. This letter should congratulate them for being accepted and inform them of the specifics of the first class i.e. location, time, attire, etc.

STEP 10

CDL STUDY PERIOD

At this point, you, the Driver Training Instructor, should teach your applicant all information about the CDL written tests. This class should be held the day before the student takes the three (3) CDL written tests. The CDL manual, CDL study guides and Chapter 15 of this manual should be referenced to prepare the applicant to take these tests.

After passing the tests, the student will obtain their CDL permit. From this date, the student must wait ten (10) calendar days before taking the skills test. This is the perfect time to train the applicant.

STEP 11

CDL WRITTEN TESTS

A Kentucky School Bus Driver applicant should take three (3) tests. These tests are: 1) General Knowledge, 2) Air Brakes and 3) Passenger.

STEP 12

CARE AND MAINTENANCE

Before you start this section, **REMEMBER: YOU MUST TEACH THE CHAPTERS REQUIRED IN THIS MANUAL TO FULFILL THE STATE REGULATIONS (702 KAR 5:080).**

“Care and Maintenance” training is a two-hour minimum requirement. The student should score at least 80% on their “Care and Maintenance” written test. If the student scores below 80%, he/she needs remedial work and retesting. The student applicant should also be able to perform a legal and recognized pre-trip inspection to the satisfaction of you, the Driver Training Instructor.

*** Each required test is located at the end of each chapter. Each district may administer other tests, however, the supplied end of chapter test is state required.**

NAME: _____ DATE: _____

**CHAPTER 4
CARE AND MAINTENANCE
TEST**

**** PLEASE ANSWER TRUE (T) OR FALSE (F) OR FILL IN THE BLANKS****

1. _____ Crossing gates shall be inspected during a pre-trip inspection and, if inoperable, the bus shall be deadlined immediately.
2. _____ Cuts or bruises in a tire side wall should not affect the tires overall life.
3. _____ When depressed, the clutch's function is to disengage the transmission from the drive shaft.
4. _____ High speed is more detrimental to tires in cold weather than hot.
5. _____ The voltmeter indicates the amount of charge in the battery.
6. _____ The parking brake should be used only when parking. It is not permissible to engage the parking brake to hold the bus on a hill.
7. _____ Which bus component works on fluid or air pressure?
8. _____ All front tires require a minimum of two thirty-seconds of an inch ($2/32$ ") of tread in all major grooves.
9. _____ Four (4) emergency items to check on a Kentucky school bus are 1) fire extinguisher, 2) first-aid kit, 3) reflective triangles and 4) a body fluid clean-up kit.
10. _____ The alternator belt should have no more than three quarters of an inch ($3/4$ ") play.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

**CHAPTER 4
CARE AND MAINTENANCE
TEST**

**** PLEASE ANSWER TRUE (T) OR FALSE (F) OR FILL IN THE BLANKS****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 13

DRIVING FUNDAMENTALS

“Driving Fundamentals” class is a two-hour minimum requirement. The student should score at least 80% on their “Driving Fundamentals” written test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

**CHAPTER 8
DRIVING FUNDAMENTALS
TEST**

ANSWER TRUE OR FALSE OR FILL IN THE BLANK

1. _____ The width of a full size school bus, excluding mirrors, is how many inches?
2. _____ When performing a visual scan, a school bus driver should look ahead how many seconds?
3. _____ Parking is prohibited within thirty feet (30') of a railroad crossing.
4. _____ The most effective steering technique is push-pull.
5. _____ An oil pressure gauge indicates how much oil you have in the bus.
6. _____ Warm up an engine at fast idle.
7. _____ A diesel engine should run at least three (3) minutes before it is shut down.
8. _____ Your foot should remain over the clutch at all times when you are driving.
9. _____ The correct hand position on the steering wheel is 9 and 2.
10. _____ When approaching a railroad crossing, a school bus driver should tap the brakes a minimum of how many times?
11. _____ It is not legal to pass another vehicle on the right at any time.
12. _____ The normal reaction time for most drivers is 1/2 second.
13. _____ Parking is prohibited within intersections.
14. _____ The distance a bus must stop at a railroad crossing is not less than fifteen (15) or more than thirty feet (30').
15. _____ The only turnabout that should be performed in a Kentucky school bus is a three point turnabout.

16. _____ School bus drivers should not turn right on red.
17. _____ An rectangular sign shape means information.
18. _____ A road sign with a red slash inside a circle means that something is prohibited.
19. _____ No person shall stop a school bus within 30 feet of any flashing beacon, stop sign, or traffic control signal located at the side of the road.
20. _____ You may legally stop a school bus in front of a driveway to load or unload students.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

**CHAPTER 8
DRIVING FUNDAMENTALS
TEST**

**** PLEASE ANSWER TRUE (T) OR FALSE (F) OR FILL IN THE BLANKS****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 14

DEFENSIVE DRIVING

Defensive Driving Training is not a state mandated chapter, however, the material is essential. The student should score at least 80% on the “Defensive Driving” test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

**CHAPTER 10
DEFENSIVE DRIVING
TEST**

****PLEASE ANSWER TRUE OR FALSE****

1. _____ The number one cause of traffic accidents is driver error.
2. _____ An example of a vehicle condition that could lead to a hazardous situation is the driver being intoxicated.
3. _____ Driver attitude usually has little effect on driving ability.
4. _____ When learning to drive a school bus, it is best to become knowledgeable by driving with children on board.
5. _____ Preventative maintenance is a vital part of defensive driving.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 10
DEFENSIVE DRIVING
TEST
****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 15

LAWS AND REGULATIONS

“Laws and Regulations” training is a two-hour minimum requirement. The student should score at least 80% on their “Laws and Regulations” test. If the student scores below 80% he/she needs remedial work and retesting.

NAME: _____ DATE: _____

CHAPTER 3
KENTUCKY LAWS AND REGULATIONS GOVERNING SCHOOL BUS
DRIVERS
TEST

**** PLEASE ANSWER TRUE OR FALSE****

1. _____ School bus drivers must obey all Kentucky Laws unless superceded by a state regulation.
2. _____ A law is a rule of conduct that has been enacted by the Kentucky State Police.
3. _____ A regulation is an aid in carrying out the law.
4. _____ The Department of Education adopts laws and regulations governing pupil transportation.
5. _____ Local school districts do not receive money for pupil transportation from the state. Transportation monies originate from the local tax base.
6. _____ All local boards of education in Kentucky are required to provide pupil transportation.
7. _____ Local boards of education are required to provide liability and indemnity insurance for school buses.
8. _____ All school sponsored trips must be chaperoned by a school faculty or staff member.
9. _____ All school buses must have folding stop signs.
10. _____ All traffic must stop for school buses loading or unloading students on a two-lane highway.
11. _____ The Kentucky Board of Education governs the design and operation of school buses.
12. _____ The Department of Education establishes guidelines and procedures for school bus specifications and purchasing.

13. _____ School buses are not required to stop at all railroad crossings at grade level.
14. _____ The Department of Education helps local districts provide economy in operation.
15. _____ Each local superintendent is responsible for monthly school bus inspections.
16. _____ Local superintendents are required to provide training for bus drivers.
17. _____ All Kentucky school bus drivers are required to have had behind the wheel training during initial training.
18. _____ Local boards of education are not required to provide written contracts for all bus drivers.
19. _____ Local boards of education are required to make provisions for the mechanical maintenance for their districts' school buses.
20. _____ Local boards are not required to provide safety instruction for pupils riding buses, however it is recommended.
21. _____ All Kentucky school bus drivers are required to pass an annual physical examination.
22. _____ Each school principal is required to provide supervision and discipline relating to pupils riding buses.
23. _____ Bus drivers must report serious discipline problems to the principal.
24. _____ Drivers may carry firearms on a school bus if they are licensed to carry such.
25. _____ Principals are required to provide bus drivers with student rider names and addresses.
26. _____ A Kentucky public school bus driver must be a minimum of eighteen (18) years of age.
27. _____ A school bus driver must have the ability to recognize the colors of traffic signals.
28. _____ A school bus driver must have a current Kentucky driver license.

29. _____ Substitute bus drivers are not required to meet the same standards as regular drivers.
30. _____ A school bus driver must supervise the seating of students on the bus.
31. _____ Students riding a school bus cannot stand in the step-well or landing area of the bus.
32. _____ School bus drivers who wear hearing aids, must have a spare battery with them when operating the bus.
33. _____ A student may bring a dog to school on the bus if the animal is to be used for class on that particular day.
34. _____ The driver is required to signal pupils that do not cross the roadway to board the bus.
35. _____ The driver is required to signal pupils that must cross the roadway to board the bus.
36. _____ The bus warning lights must be activated before the bus stops.
37. _____ A school bus may be filled with fuel while students are on the bus on extracurricular trips only.
38. _____ A bus driver may order a pupil off the bus.
39. _____ A school bus stop signal may be used at times other than when pupils get on and off the bus if it is an emergency situation.
40. _____ Each school bus driver is required to make a pre-trip inspection of his/her bus.
41. _____ All school bus drivers may drive over 35 miles per hour on interstates and intrastates only.
42. _____ A school bus driver must wear his/her seat belt at all times.
43. _____ Pupils must wait for a school bus at an assigned area.
44. _____ Pupils who cross the road must do so in front of the bus.
45. _____ Pupils must remain seated while the bus in motion.
46. _____ Pupils may extend only their hands out of the bus windows when the bus is not moving.

- 47. _____ Special Needs students may ride regular school buses.
- 48. _____ Pupils that attend vocational school may not ride local district school buses.
- 49. _____ Pupils that are blind and deaf can ride a school bus in Kentucky.
- 50. _____ A bus driver does not have to follow the local board adopted policies on transportation if the situation calls for other action.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 3
KENTUCKY LAWS AND REGULATIONS GOVERNING
SCHOOL BUS DRIVERS
TEST

**** PLEASE ANSWER TRUE OR FALSE****

The answer key is only released to KDE endorsed trainers.

STEP 16

VEHICLE OPERATION (CLASSROOM)

Vehicle Operation Training (classroom) is not a state mandated chapter, however, the material should be covered before permitting a driver applicant to get behind the wheel of a bus.

The applicant should score at least 80% on the “Vehicle Operation” test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

**CHAPTER 6
VEHICLE OPERATION CLASSROOM
TEST**

****PLEASE ANSWER TRUE OR FALSE****

1. _____ In rural driving, there is usually more dense traffic than in urban driving.
2. _____ Maximum speed limit for Kentucky school buses is determined by the Kentucky State Police.
3. _____ A school bus driver should periodically check the speedometer, at least every twelve (12) seconds.
4. _____ Fatigue is not one of the determining factors in increasing your following distance.
5. _____ “Blowing out of a curve” is another way of saying “maintaining a space cushion.”
6. _____ A Kentucky school bus driver should never make more than one (1) stop at an intersection as it could confuse other drivers.
7. _____ The brown color on a highway sign indicates public recreation area.
8. _____ A flashing yellow light means come to a complete stop, then continue on with caution.
9. _____ Yellow lines separate traffic going in the opposite direction.
10. _____ White lines separate traffic going in the same direction.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

**CHAPTER 6
VEHICLE OPERATION CLASSROOM
TEST**

****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 17

VEHICLE OPERATION – PART 1 (ONE-HOUR)

(BEHIND THE WHEEL)

You, the Driver Training Instructor, should take the student applicant out at this point in their training and permit them to drive in an area that is not very congested. This is the time when the instructor and the student get to know each other's expectations and abilities. As the instructor, you should have a designed route, but don't hesitate to deviate from this route if it appears to be causing problems for the student.

Look for driving mechanics as opposed to how well the student made a right or left turn. Watch for proper steering techniques, visual search, following distance, spatial awareness, braking and general driving techniques. A score sheet should be used for documentation of this first, one-third segment of the "Vehicle Operation" part of the course.

(See scoring sheet.)

(STEPS 17, 19 AND 22 IN “TRAINING PROCEDURES”)

THREE HOURS REQUIRED

BEHIND THE WHEEL IN “VEHICLE OPERATION”

DRIVING EXERCISE GRADING REPORT – PART I

CANDIDATE: _____ DATE: _____

LOCATION: _____ SCORE: _____

****DRIVERS ARE TO FOLLOW THE LAW AND GOOD DRIVING PROCEDURES
AT ALL TIMES.****

	BASIC DRIVING SKILLS	PASS	FAIL	NEEDS IMPROVEMENT
1.	Perform Pre-Trip Inspection			
2.	Knowledge of Bus Controls and Gauges			
3.	Seat Belt Fastened			
4.	Hand Positioning on Steering Wheel 9 & 3 or 10 & 2			
5.	Proper Foot Positioning			
6.	Scanning: Constant Visual Monitoring			
7.	Follows Posted Traffic Signs & Signals			
8.	Steering Technique – Use of Hand Over Hand Only			
9.	Coachability			

INSTRUCTOR’S SIGNATURE: _____ DATE: _____

STEP 18

PUPIL MANAGEMENT

“Pupil Management” training is a two-hour minimum requirement. The student should score at least 80% on their “Pupil Management” test. If the student scores below 80%, he/she needs remedial work and retesting.

During “Pupil Management,” the instructor is urged to role play, use videos and give the student a concrete approach to discipline. Tell the student applicants what is expected and practice the techniques and responses with them. Local board discipline policy should be thoroughly covered during this class.

NAME: _____ DATE: _____

CHAPTER 5
PUPIL BEHAVIOR MANAGEMENT
TEST

****PLEASE ANSWER TRUE OR FALSE OR FILL IN THE BLANK****

1. _____ Students who must cross the roadway when disembarking from the bus must cross at a distance between fifteen and fifty feet (15' and 50').
2. _____ The driver shall cancel the red signal loading/unloading lights after the students have reached the opposite side of the highway.
3. _____ Principals are responsible for reasonable behavior of pupils while in transit only.
4. _____ A positive reinforcer is a reward that follows a behavior and increases the possibility of that behavior occurring again.
5. _____ A negative reinforcer is a reward that precedes a behavior and increases the possibility of that behavior occurring again.
6. _____ In dealing with school bus riders, it is vital to be three (3) things. What are they?

7. _____ Elementary age girls are greatly influenced by boys.
8. _____ Are elementary or secondary age students more physically active?
9. _____ Generally speaking, no child likes to get into trouble.
10. _____ As a school bus driver, there are times when ignoring improper behavior may be the best avenue if no other students are affected.
11. _____ Behavior problems tend to be the same, or very similar, in every district.

12. _____ Becoming friends with student riders is an excellent way to keep trouble to a minimum.
13. _____ The best time to address behavior problems is before they occur.
14. _____ Favoritism or showing extra attention to the problem child tends to usually make the driver's job easier.
15. _____ A school bus driver should drive using their right foot only when driving a bus equipped with an automatic transmission.
16. _____ The person who has the greatest input on student discipline on a school bus is whom?
17. _____ The student should be at the bus stop how long before the bus is scheduled to arrive?
18. _____ Eating or drinking on the bus is acceptable with the driver's permission.
19. _____ In order for a student to exit the bus at a location other than his/her assigned stop, he/she must have written permission from the superintendent's office.
20. _____ Pupil management involves the combined efforts of four
 _____ (4) distinct groups. Name these groups.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

**CHAPTER 5
PUPIL BEHAVIOR MANAGEMENT
TEST**

****PLEASE ANSWER TRUE OR FALSE OR FILL IN THE BLANK****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 19
VEHICLE OPERATION – PART II
(BEHIND THE WHEEL)

You, the Driver Training Instructor, should have a good idea by now of the students' abilities. During this one-hour drive, more difficult maneuvers should be practiced. A "behind-the-wheel" score sheet should be used. This score sheet tells you exactly where the students' capabilities and deficiencies are. The score sheet should declare exactly what is being graded. Share the results with the student applicants.

There is a good argument for putting three (3) or four (4) students on a bus and letting them each drive for fifteen (15) to twenty (20) minutes and then switch around. By using the rotation method of instruction, each driver gets to see the other drivers operate the bus and can learn by observation. A word of warning – it is recommended that no more than four (4) students be on a bus at a time for any training activity. The intent of the training is circumvented when more than four (4) are on the bus. This also lessens the hands-on opportunity for each student.

(STEPS 17, 19 AND 22 IN “TRAINING PROCEDURES”)

THREE HOURS REQUIRED

BEHIND THE WHEEL IN “VEHICLE OPERATION”

DRIVING EXERCISE GRADING REPORT – PART II

CANDIDATE: _____ DATE: _____

LOCATION: _____ SCORE: _____

****DRIVERS ARE TO FOLLOW THE LAW AND GOOD DRIVING PROCEDURES
AT ALL TIMES.****

BASIC DRIVING SKILLS		PASS	FAIL	NEEDS IMPROVEMENT
1.	Perform Legal and Recognized Pre-Trip Inspection			
2.	Proper Seat Belt Usage			
3.	Hand Positioning on Steering Wheel 9 & 3 or 10 & 2			
4.	Proper Foot Positioning			
5.	Scanning: Constant Visual Monitoring			
6.	Follows Posted Traffic Signs & Signals			
7.	Steering Technique – Use of Hand Over Hand Only			
8.	Proper Use of Bus Controls			
9.	Knowledge of Bus Gauges - Placement			
10.	Proper Lane Positioning			
11.	Correct Lane Choice			
12.	Coachability			

INSTRUCTOR’S SIGNATURE: _____ DATE: _____

STEP 20

CRITICAL SITUATIONS

“Critical Situations” training is a one-hour minimum requirement. The student should score at least 80% on their “Critical Situations” test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

**CHAPTER 11
CRITICAL SITUATIONS
TEST**

****PLEASE ANSWER TRUE OR FALSE****

1. _____ The driver can improve his/her ability to correctly respond to a critical situation.
2. _____ A critical situation is any situation which may result in a collision.
3. _____ Critical situations are caused by driver action, roadway situations and/or vehicle malfunctions only.
4. _____ Critical situations allow adequate time for decision making and usually produce hurried responses.
5. _____ A critical situation may occur when tires lose their grip on the road surface, resulting in partial or total loss of vehicle control.
6. _____ There are several ways to minimize skidding but the best way is by matching speed to road and vehicle conditions.
7. _____ When a critical situation is caused by loss of brakes, the best response is to put the transmission in neutral.
8. _____ A school bus must carry at least one (1) fire extinguisher.
9. _____ The fire extinguisher to be carried on a post 1986 Kentucky school bus is rated as a 3A-40-DC type.
10. _____ When using a fire extinguisher, it should be held in an upright position, directed at the base of the fire and rotated with a side to side motion.
11. _____ There are four (4) portable reflectors required on a Kentucky school bus.
12. _____ Each reflector should be placed fifty feet (50') apart when staking out a school bus.

13. _____ There are times when a critical situation occurs of such severity, or poses such a threat to the passengers, that the best thing to do is evacuate the school bus.

14. _____ When a school bus is in a dangerous position, it should be evacuated.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 11
CRITICAL SITUATIONS
TEST
****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 21

FIRST AID

“First Aid” is a one-hour minimum requirement. The student should score at least 80% on their “First Aid” test. If the student scores below 80%, he/she needs remedial work and retesting.

The area of “First Aid” lends itself to using outside professionals as guest speakers. It is acceptable to use outside professional sources as references, speakers, etc., in any classroom topic. You, the Driver Training Instructor, must ensure that the pertinent information in this manual is covered. “You” must sign off that the proper training has taken place – not the “guest speaker.”

NAME: _____ DATE: _____

CHAPTER 13**FIRST AID (TEST)******PLEASE ANSWER TRUE OR FALSE****

1. _____ First aid is the immediate and temporary care given to a victim of an accident/incident or sudden illness until medical services can be obtained.
2. _____ The three (3) primary first aid procedures are: restore breathing, control bleeding and prevent shock.
3. _____ Tourniquets should be used before trying pressure points.
4. _____ When minor first aid incidents occur, the supervisor need not be contacted.
5. _____ If an object lodges in a person's throat, give back blows immediately.
6. _____ Protective gloves should be worn when dealing with blood or blood products.
7. _____ If a bandage becomes soaked with blood, remove it and replace with a clean bandage as quickly as possible.
8. _____ The three (3) most common causes of shock are inadequate breathing, excessive bleeding and unsplinted fractures.
9. _____ The body temperature of a shock victim usually rises.
10. _____ A open fracture is usually associated with an open wound.
11. _____ Open fractures are usually more serious than closed because of tissue damage, danger of infection and bleeding.
12. _____ Abdominal thrusts and the Heimlich Maneuver are the only two (2) accepted methods of choking control for all ages.

13. _____ All drivers should know the limitations of their capabilities when giving first aid.
14. _____ Hepatitis B is more contagious than HIV.
15. _____ Drivers should report exposure to blood and blood products to their supervisor.
16. _____ Fainting is usually accompanied by a flushed face and extremely hot skin.
17. _____ Drivers should only use the body fluid clean-up kit for severe incidents.
18. _____ Drivers should be familiar with the contents of the bus first aid kit.
19. _____ The primary objective of first aid is to save lives.
20. _____ When giving first aid, the driver could cause further injury to the victim.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 13
FIRST AID (TEST)
****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 22

VEHICLE OPERATION – PART III

(BEHIND THE WHEEL)

This is the third and final segment of “Vehicle Operation.” If the student applicant is unsatisfactory in any area, you have the authority to spend more time on the students’ weakness(es). As difficult as it is to recruit drivers, we need to give them every chance to develop into safe drivers. This does not mean that any Driver Training Instructor should ever certify any student applicant that doesn’t meet the qualifications. The scoring of drivers will be covered in a later section of this chapter.

(STEPS 17, 19 AND 22 IN “TRAINING PROCEDURES”)

THREE HOURS REQUIRED

BEHIND THE WHEEL IN “VEHICLE OPERATION”

DRIVING EXERCISE GRADING REPORT – PART III

CANDIDATE: _____ DATE: _____

LOCATION: _____ SCORE: _____

****DRIVERS ARE TO FOLLOW THE LAW AND GOOD DRIVING PROCEDURES AT ALL TIMES.****

BASIC DRIVING SKILLS		PASS	FAIL	REASON(S) FOR FAILURE
1.	Perform Legal and Recognized Pre-Trip Inspection			
2.	Proper Seat Belt Usage			
3.	Hand Positioning on Steering Wheel 9 & 3 or 10 & 2			
4.	Proper Foot Positioning			
5.	Scanning: Constant Visual Monitoring			
6.	Merging and Exiting onto and from Roadway			
7.	Follows Posted Traffic Signs & Signals			
8.	Steering Technique – Use of Hand Over Hand Only			
9.	Proper Use of Bus Controls			
10.	Knowledge of Bus Gauges – Placement			
11.	Proper Lane Positioning and Space Cushion			
12.	Correct Lane Choice			
13.	Performance of a Legal and Accepted Two Point Turnabout (Back in, Pull out only)			
14.	Maintain Adequate Minimum Following Distance			
15.	Speed for Conditions			
16.	Intersection Negotiation and Right of Ways			
17.	Use of Proper Gear for all Situations			
18.	Coachability			

INSTRUCTOR’S SIGNATURE: _____ DATE: _____

STEP 23

VEHICLE CONTROL AT SPEED

“Vehicle Control at Speed” training is a one-hour minimum requirement. This is the unit where most of the 610 points originate. All Driver Training Instructors were trained, in their initial training how to set up each activity. Remember, you, the Driver Training Instructor, have the authority to say whether a student applicant has mastered each part of the “Behind-the-Wheel” training at an acceptable level.

VEHICLE OPERATION SPEED

PART 1 (FIXED/OBJECTIVE SCORING)

APPLICANTS NAME _____ **LOCATION** _____

DATE: _____

TEST INTERVIEW				FIXED SCORING					VEHICLE AT SPEED					
		100	50	50	50	50	25	50	35	50	60	15	75	610
Applicant number	Applicant Name	Written Exam	Personal app. Intv. Exam	Faculty Bus	Back Up	Dim. Clear	Right Turn	Straight Line	Serpen-Tine	Offset Alley	Rail-Road	Stop Line	Student Pick-up	TOTAL SCORE
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

VEHICLE AT SPEED – PART 1

PHYSICAL AND VERBAL VEHICLE INSPECTION

TIME: _____ MAXIMUM SCORE – 50

SCORE EARNED - _____

A six (6) minute time limit is allowed to complete this test.

CONTESTANT WILL INFORM JUDGE OF EACH DEFECT LOCATED

DEFECT # 1: _____ (9) POINTS) _____

DEFECT # 2: _____ (9) POINTS) _____

DEFECT # 3: _____ (9) POINTS) _____

DEFECT # 4: _____ (9) POINTS) _____

DEFECT # 5: _____ (9) POINTS) _____

USED SYSTEMATIC PROCEDURE _____ (5) POINTS) _____

ENTER TOTAL SCORE HERE,
BUT NOT MORE THAN 50. _____

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

STOP LINE

MAXIMUM SCORE – 15

TOTAL DEMERITS - _____

SCORED EARNED: _____

1. Check each instance of bus being brought to a stop more than once.
 (3) (3) (3) (3) (3) (Not more than 15 demerits) _____
2. Bus brought to final stop over stop line. (15 demerits) _____
3. After stop, measure distance to stop line. Score according to chart below:

0-2"		0 demerits	
2-4"		2 demerits	
4-6"		4 demerits	
6-8"		6 demerits	
8-10"		8 demerits	
10-12"		10 demerits	
12-14"		12 demerits	
14-16"		13 demerits	
16-18"		14 demerits	
18 +"		15 demerits	

4. Driver opens door at improper time, each occurrence 5 demerits. _____

**ENTER TOTAL OF ALL DEMERITS
 HERE BUT DO NOT ENTER MORE
 THAN 15** _____

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART 1

RAILROAD CROSSING

		MAXIMUM SCORE – 60 TOTAL DEMERITS -	
APPROACH		SCORE EARNED	
1.	Tap brakes four to five (4-5) times	5 demerits	
2.	Failure to check outside mirrors	5 demerits	
3.	Failure to check inside rearview mirror	5 demerits	
STOP			
4.	Failure to set parking brake.	30 demerits	
5.	Activates any lights except highlights, if needed	30 demerits	
6.	Failure to stop in right lane of roadway	10 demerits	
7.	Failure to turn off all noise makers	10 demerits	
8.	Failure to stop more than 15 feet and less than 50 feet from the nearest rail.	10 demerits	
9.	Failure to open door and window	10 demerits	
10.	Failure to check railroad tracks in both directions	60 demerits	
11.	Failure to check inside rear view mirror	5 demerits	
CONTINUE			
12.	Failure to keep bus in lowest gear while crossing tracks.	10 demerits	
13.	Failure to check outside mirrors	5 demerits	
14.	Failure to check inside rearview mirror	5 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 60			

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

RIGHT TURN

		MAXIMUM SCORE – 25	TOTAL DEMERITS -
		SCORE EARNED	
1.	Failure to check mirrors	5 demerits	
2.	Failure to use correct (or any) turn signal	10 demerits	
3.	Failure to approach in proper lane	5 demerits	
4.	Failure to check traffic in both directions.	10 demerits	
5.	Turn corner too short (runs over inside curb – hits any cones)	10 demerits	
6.	Turns too wide (runs over outside curb – hits any cones)	10 demerits	
7.	Too fast for conditions	10 demerits	
8.	Failure to use hand over hand steering	25 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 25			

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

SERPENTINE

		MAXIMUM SCORE – 35	TOTAL DEMERITS -
		SCORE EARNED	
1.	Check each instance of jerky or uneven movement of bus. (2) (2) (2) (2) (2)	Not more than 10 demerits	
2.	Check each instance of stopping during problem. (5) (5)	Not more than 10 demerits	
3.	Check each instance of bus touching marker standards. (7) (7) (7) (7) (7)	Not more than 35 demerits	
4.	Driver opens door – each occurrence	5 demerits	
5.	Does not complete problem or follow instructions	35 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 35			

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

OFFSET ALLEY

		MAXIMUM SCORE – 50
		TOTAL DEMERITS -
		SCORE EARNED
1.	Check each instance of stopping forward motion of bus and charge 8 demerits for each instance. (Not more than 16 demerits) (8) (8)	
2.	Check each instance of barrier being touched, and charge 7 demerits for each instance. (Not more than 35 demerits) (7) (7) (7) (7) (7)	
3.	Check each instance of driver opening door and charge 5 demerits for each instance. (5) (5) (5)	
4.	Driver backs up bus (50 demerits)	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50		

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

DIMINISHING CLEARANCE

		MAXIMUM SCORE – 50
		TOTAL DEMERITS -
		SCORE EARNED
1.	Check each instance of jerky or uneven movement of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
2.	Check each instance of stopping forward motion of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
3.	Check each instance of bus touching marker standards. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
4.	Driver opens door – each occurrence 5 demerits.	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50.		

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

STRAIGHT LINE

		MAXIMUM SCORE – 50
		TOTAL DEMERITS -
		SCORE EARNED
1.	Check each instance of jerky or uneven movement of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
2.	Check each instance of stopping forward motion of bus. (Not more than 10 demerits) (2) (2) (2) (2) (2)	
3.	Check each instance of bus touching marker standards. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
4.	Drives to either side of pair or markers. (Not more than 50 demerits) (10) (10) (10) (10) (10)	
5.	Does not complete problem or fails to follow instructions. (50 demerits)	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 50.		

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

STUDENT LOADING

STUDENT LOADING ZONE		MAXIMUM SCORE – 75	
		SCORE EARNED	TOTAL DEMERITS -
1.	Failure to check left outside mirror	5 demerits	
2.	Failure to check inside mirror	5 demerits	
3.	Failure to check right outside mirror.	5 demerits	
4.	Failure to set parking brake.	25 demerits	
5.	Failure to activate 8-lamp system.	50 demerits	
6.	Bus stopped closer than 6 feet from student sign.	10 demerits	
7.	Failure to allow students to be seated before moving bus.	10 demerits	
8.	Failure to put transmission in neutral.	5 demerits	
9.	Failure to signal students to board bus.	25 demerits	
LEAVING STUDENT LOADING ZONE			
10.	Failure to check right outside mirror.	5 demerits	
11.	Failure to check inside mirror.	5 demerits	
12.	Failure to check left outside mirror.	5 demerits	
13.	Failure to check crossover mirror.	2 demerits	
14.	Failure to close door prior moving.	10 demerits	
ENTER TOTAL OF ALL DEMERITS HERE, BUT DO NOT ENTER MORE THAN 75			

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

VEHICLE AT SPEED – PART I

BACK UP

MAXIMUM SCORE – 50

TOTAL DEMERITS - _____

SCORED EARNED: _____

1. Check each instance of bus being brought to a stop more than once.

(5) (5) (5) (5) (5) (Not more than 25 demerits) _____

2. Strikes marking standard backing in or pulling out. (50 demerits) _____

3. Centering bus in space:

0-1"		2 demerits	
1-2"		4 demerits	
2-3"		6 demerits	
3-4"		8 demerits	
4-5"		10 demerits	
5-6"		12 demerits	
6-7"		14 demerits	
7-8"		16 demerits	
8-9"		18 demerits	
9-10"		20 demerits	
10-11"		22 demerits	
11-12"		24 demerits	

4. Distance from rear barrier:

		0 demerits	
12-18"		5 demerits	
18-24"		10 demerits	
24-30"		15 demerits	
30-36"		20 demerits	
36-42"		25 demerits	

**ENTER TOTAL OF ALL DEMERITS
HERE BUT DO NOT ENTER MORE
THAN 50** _____

DRIVER NAME: _____

DRIVER TRAINING INSTRUCTOR SIGNATURE: _____

DATE: _____

NAME: _____ DATE: _____

VEHICLE OPERATION AT SPEED

PART 2

(FLEXIBLE/SUBJECTIVE SCORING)

LOCAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENTS SHOULD USE THESE SCORE SHEETS TO VERIFY THAT “VEHICLE AT SPEED” WAS PERFORMED FOR A MINIMUM OF ONE (1) HOUR. THE FOLLOWING ITEMS MUST BE COVERED DURING THE “VEHICLE AT SPEED” PART 2 STAGE.

A.

A.	VEHICLE OPERATION AT SPEED – ONE (1) HOUR	PASS	FAIL	COMMENTS
1.	90 Degree left hand turn, range course to include 10 mph. (50’ outside radius and 36’ inside radius)			
2.	90 Degree right hand turn (same radius)			
3.	Irregular surface – driving right wheels off an irregular surface 3” curb or road at 10 mph in an 11’ landing area. Maneuver shall be performed at 75’ distance dimension, safe recovery.			
4.	Straight ahead panic brake at 20 mph on command. Stop the bus 30’ from designated stopping point and prior to reaching a marking cone 40’ from first cone.			
5.	Evasive maneuver through an opening, driving the serpentine right or left on tester command at 15mph hitting no cones. (80’ from opening to first cone, other cones 60’ apart) make 180 degree turn and serpentine opposite direction.			

INSTRUCTOR’S SIGNATURE _____ DATE: _____

STEP 24

SPECIAL NEEDS TRANSPORTATION

“Special Needs Transportation” is a one-hour minimum requirement. The student should score at least 80% on their “Special Needs Education Transportation” test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

CHAPTER 14
TRANSPORTING STUDENTS WITH SPECIAL NEEDS
TEST

****PLEASE ANSWER TRUE OR FALSE****

1. _____ The driver cannot be expected to accept a special needs child as he/she would any child, since the child has obvious differences.
2. _____ The driver of a special needs bus should be fair, firm and consistent when dealing with pupil behavior management.
3. _____ There is a law that requires seat belts on special needs buses.
4. _____ Two types of seizures are aura and clonic spasms.
5. _____ During a tonic spasm seizure, a victim usually remains conscious.
6. _____ A petit mal seizure usually lasts less than thirty (30) seconds.
7. _____ An Emotionally Mentally Handicapped student has an IQ in the 75-50 range.
8. _____ When dealing with special needs students, it is almost impossible to have a set of clear-cut rules for the entire bus.
9. _____ Two of the things that parents and children expect from the driver when loading and unloading is care and protection.
10. _____ Any misunderstanding between the driver and the aide should be dealt with immediately at all times, so as to keep the lines of communication open.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 14
TRANSPORTING STUDENTS WITH SPECIAL NEEDS
TEST

****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 25

EXTRA CURRICULAR TRIPS

“Extra-Curricular Trips” training is a one-hour minimum requirement. The student should score at least 80% on their “Extra-Curricular Trips” test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

CHAPTER 16
EXTRA-CURRICULAR TRIPS
TEST

****PLEASE ANSWER TRUE OR FALSE****

1. _____ The best way to ensure a safe and happy trip is through post-trip planning.
2. _____ Generally, departure times and locations are flexible.
3. _____ It is not necessary for the driver to have the name, address and phone number of the insurance carrier on a special trip.
4. _____ On an overnight trip, it is an excellent idea for the driver(s) to have a room of their own.
5. _____ On out-of-district trips, there should be no more than two-thirds of bus capacity on any one bus with middle and high school students.
6. _____ Usually, the driver plans the special trips routes.
7. _____ It is not necessary for the driver to have a list of the students on the bus since the school district has one.
8. _____ The maximum speed limit on an extra-curricular trip in a Kentucky school bus is five (5) miles per hour under the posted speed limit unless addressed in local board policy.
9. _____ Only on an extra-curricular trip can a Kentucky school bus tow a trailer behind the bus with written permission from the State Department of Education.
10. _____ Only on an extra-curricular trip can a Kentucky school bus be fueled while passengers are on board.
11. _____ Students should arrive for the extra-curricular trip thirty (30)minutes prior to departure.

12. _____ On athletic trips, a volunteer coach or volunteer assistant may serve as chaperone.
13. _____ A school bus driver should not work over fifteen (15) hours in a twenty-four (24) hour period with not over ten of these hours being driving.
14. _____ The trip chaperone pays for all tolls.
15. _____ The length of the activity trip does not create additional problems in itself.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 16
EXTRA-CURRICULAR TRIPS
TEST
****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 26

INCIDENTS AND EMERGENCY PROCEDURES

“Incidents and Emergency Procedures” training is a two-hour minimum requirement. The student should score at least 80% on their “Incidents and Emergency Procedures” test. If the student scores below 80%, he/she needs remedial work and retesting.

NAME: _____ DATE: _____

CHAPTER 12
INCIDENTS AND EMERGENCY PROCEDURES
TEST

****PLEASE ANSWER TRUE OR FALSE****

1. _____ Failure to yield the right of way is the most common driver violation that causes collisions.
2. _____ Defective brakes is the most common mechanical failure on a school bus.
3. _____ Young drivers have a lower accident rate than older drivers.
4. _____ Negligence on the part of a bus driver may result in the driver being liable for pupil injuries.
5. _____ The school board is directly responsible for maintaining a safe vehicle.
6. _____ State law requires that certain procedures be followed at the time of an incident.
7. _____ A school bus driver's first responsibility is to the passengers when an incident occurs.
8. _____ Three emergency reflectors are required equipment on all Kentucky school buses.
9. _____ A school bus should never be moved before the police officer arrives at the scene of an incident.
10. _____ A school bus driver should check for injuries after all incidents.
11. _____ A driver involved in an incident is required to give his/her name and address to the investigating officer.
12. _____ The local school district should give pertinent emergency information to give all drivers, including substitutes and coaches.

13. _____ During the investigation of an incident, pupils should be released to an adult at the scene to lessen confusion.
14. _____ A school bus should not drive through standing water.
15. _____ The danger of fire and unsafe conditions during a school bus emergency, requires passenger evacuation.
16. _____ State Regulations require pupil evacuation drills.
17. _____ There are four (4) emergency evacuation plans or procedures that should be followed.
18. _____ All school buses are equipped with a pick-head ax.
19. _____ The bus driver should not help with the emergency evacuation drill.
20. _____ Each Kentucky school bus is required to have a fire extinguisher as part of its equipment.
21. _____ The hazard flashers on a school bus should only be used to warn other motorists of a dangerous situation.
22. _____ All Kentucky school buses are required to have first-aid kits.
23. _____ The first three (3) first-aid procedures are (1) stop bleeding, (2) restore pulse and (3) prevent shock.
24. _____ There are three classes of fires that may occur on a bus: A, B and C.
25. _____ A school bus driver must know how, when and what to do if an emergency arises on the bus.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

**CHAPTER 12
INCIDENTS AND EMERGENCY PROCEDURES
TEST**

****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 27

LOADING AND UNLOADING (CLASSROOM)

Loading and unloading training (classroom) is not a state mandated chapter, however, the material should be covered before permitting a driver to drive the Bus Route Identification part of the course. **Extreme care should be given to this material.** This is a vital section of the training curriculum. The applicant should score at least 80% on the “Loading and Unloading” test. If the student scores below 80%, he/she needs remedial work and retesting. This material is so vital, that there is a good argument for requiring 100% on the end of chapter test and full memorization of the steps and procedures.

NAME: _____ DATE: _____

CHAPTER 7
LOADING AND UNLOADING TEST
TEST
****PLEASE ANSWER TRUE OR FALSE****

1. _____ Consistency is of primary importance when teaching loading and unloading procedures.
2. _____ The transported student is in the greatest danger while riding on the school bus.
3. _____ The parking brake need not be set every time when loading or unloading since the service brake is being used.
4. _____ The yellow warning lights should be activated one hundred and fifty to two hundred feet (150' – 200') from the loading area.
5. _____ When loading, all students should line up, two abreast, in a straight line.
6. _____ Since the service brake is used when unloading students, the gear selector should not be moved.
7. _____ Stop arms need not be used on school grounds.
8. _____ Students who must cross the roadway should cross ten to fifteen feet (10'-15') in front of the bus.
9. _____ Students should arrive at the bus stop at least ten (10) minutes before the bus is to arrive.
10. _____ If a student should drop an object in the roadway, he/she should never stop and pick it up until the driver is made aware and gives permission.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 7
LOADING AND UNLOADING TEST
TEST
****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 28

FORWARD CONTROL AND REAR ENGINE BUSES

(CLASSROOM)

Forward Control and Rear Engine Buses training (classroom) is not a state mandated chapter, however, the material should be covered before permitting a driver to operate a Forward Control or Rear Engine Bus. Additionally, common sense would dictate that a driver would practice driving a Forward Control or Rear Engine Bus before taking one out on a bus run. This would be the same for all buses that are different than what a driver normally operates.

NAME: _____ DATE: _____

CHAPTER 9
FORWARD CONTROL BUS
TEST

****PLEASE ANSWER TRUE OR FALSE****

1. _____ The crossover mirror shows the front of the bus.
2. _____ The forward control bus has a longer wheelbase than a conventional bus.
3. _____ The Type D forward control bus has greater visibility to the rear than a conventional bus.
4. _____ Generally speaking the best steering technique for a non-tilt steering wheel is the push-pull method.
5. _____ Proper lane positioning is vital before turning at an intersection.
6. _____ Proper hand positioning on the steering wheel is at the clock position of 10 and 3.
7. _____ To counter steer is to turn the steering wheel counter clockwise.
8. _____ A right turn in a forward control bus can be made in less space than a right turn in a conventional bus.
9. _____ When making a left turn, the vehicle is moved partially into the intersection before starting the turn.
10. _____ Stopping distance is increased when operating a forward control bus.
11. _____ A Type D bus is a conventional bus.
12. _____ The housing for the engine compartment is commonly referred to as the dog house.
13. _____ Some differences between a forward control and conventional bus are mirrors, windshields and maneuverability.
14. _____ Drivers should climb onto the dog house to enter and exit the driver's seat on all forward control buses.

15. _____ Communication between driver and passenger is more difficult to achieve on a forward control bus.
16. _____ Rear engine buses compared to forward control buses provide increased visibility in the front of the bus.
17. _____ Rear engine buses are to be utilized on extra-curricular trips only.
18. _____ The driver area in a rear engine bus is quieter than one in a forward control bus.
19. _____ Due to its increased size and weight, rear engine buses require drivers to have a Class A. C.D.L.
20. _____ Rear engine buses require more maintenance than a forward control bus.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 9
FORWARD CONTROL AND REAR ENGINE BUSES
TEST

****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 29

COMMERCIAL DRIVER'S LICENSE

This chapter, although not state mandated, is an aid in helping the new school bus driver in obtaining their commercial driver's license. You, the driver training instructor, should assist driver candidates in their endeavor to obtain a commercial driver's license.

NAME: _____ DATE: _____

CHAPTER 15
COMMERCIAL DRIVERS LICENSE (CDL)
TEST

****PLEASE ANSWER TRUE OR FALSE****

1. _____ An "L" restriction on your license means you can drive on interstate highways only.
2. _____ You should look ahead of your bus 12-15 seconds.
3. _____ Rear tires may be recapped.
4. _____ Stopping distance includes: perception distance, reaction distance and braking distance.
5. _____ Wet roads will triple your stopping distance.
6. _____ You should slow down before entering a curve, then speed up as you exit the curve.
7. _____ High beam headlights allow you to see 500-750 feet in front of you.
8. _____ In hot weather, you should check your tires every 3 hours or 150 miles.
9. _____ The use of brakes on a long steep downgrade is only a supplement to the braking effect of the engine.
10. _____ A hazard is any road condition or road user that is a possible danger.
11. _____ Most accidents are caused by driving too fast for road conditions.
12. _____ Inspecting the front slack adjusters is required during a pre-trip inspection.
13. _____ Front tires may be recapped.

14. _____ The driver's seat belt must be worn when transporting students only.

15. _____ When using the on again off again braking technique, the brake applications phase should last about 5 seconds.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

CHAPTER 15
COMMERCIAL DRIVERS LICENSE (CDL)
TEST

****PLEASE ANSWER TRUE OR FALSE****

ANSWER KEY

The answer key is only released to KDE endorsed trainers.

STEP 30

BUS ROUTE IDENTIFICATION

(BEHIND THE WHEEL)

“Bus Route Identification” is a two-hour minimum requirement. This is a vital part of “Behind-the-Wheel” training. The majority of student injuries and deaths occur while loading or unloading. This block of instruction is not part of the 610 points, however, a student applicant can be failed or sent back for remedial training in certain areas if you, the Driver Training Instructor, deem that their ability is not adequate in one or more of the areas. Always remember, the requirement listed on the score sheet is a minimum.

(See the score sheet.)

BUS ROUTE IDENTIFICATION, DRIVER REVIEW AND INSTRUCTION

NAME: _____ DATE: _____ BUS # _____

B. BUS ROUTE IDENTIFICATION, DRIVER REVIEW AND INSTRUCTION – TWO (2) HOURS

The driver applicant must drive a school bus route under the supervision of the driver training instructor with the school bus empty.

		PASS	FAIL	COMMENTS
1.	SCHOOL LOADING/UNLOADING			
a.	Loading and/or unloading steps followed (in sequence) 100% required on this activity			
b.	Loading area bus placement from curb			
c.	Proper use of lights			
2.	SCHOOL BUS ROUTE DRIVING			
a.	Proper transmission use			
b.	Blind curves			
c.	Hills			
d.	Proper downhill braking			
e.	High density traffic			
f.	Speed for conditions			
g.	Railroad negotiation			
3.	PUPIL LOADING/UNLOADING ON ROUTES			
a.	Loading and/or unloading steps followed (in sequence) 100% accuracy of all steps required for this activity			
b.	Students counted when entering/exiting the bus.			
c.	Mirror usage before stopping and before pulling away			
d.	Allow student to be seated before moving the bus.			

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

STEP 31

DRIVER REVIEW I

(TO BE COMPLETED WITHIN FIVE DAYS OF COMPLETION OF THE CORE CURRICULUM)

“Driver Review I” is a two-hour minimum requirement. This review is a total overview of everything that has been covered. The “Basic Driving Skills” on the Review Score Sheet must be covered, however, you will – no doubt – have many other areas that you will want to review. This is not a teaching time as such, but a review of everything covered. That is not to say that the transfer of knowledge can’t and shouldn’t take place. In many cases, this the last time that the Driver Training Instructor has to observe the student before he/she drives with children. DO NOT RELEASE THE STUDENT APPLICANT UNLESS YOU KNOW THAT THEY ARE SAFE.

DRIVER REVIEW I
DRIVING EXERCISE GRADING REPORT

NAME: _____ DATE: _____ BUS# _____

REVIEW I

****TO BE COMPLETED WITHIN FIVE (5) DAYS OF COMPLETION OF THE CORE CURRICULUM. TWO (2) HOURS MINIMUM REQUIREMENT.****

SKILLS TESTED		PASS	FAIL	COMMENTS
A.	Seat belt fastened			
B.	Proper use of the turn signals.			
C.	Speed for conditions			
D.	Knowledge of all bus components/controls			
E.	Orderly and regimented mirror usage			
F.	Proper hand positioning on steering wheel			
G.	Acceptable two-point turnabout			
H.	Proper following distance - 4 seconds (5 seconds over forty miles per hour)			
I.	Continuous visual scanning			
J.	Proper foot positioning			
K.	Good posture			
L.	Loading and unloading steps followed in sequence (160% accuracy required for all steps for this activity)			
M.	Railroad negotiation			
N.	Hand over hand steering technique used exclusively			

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

STEP 32

100 QUESTION TEST

All students must take the “100 Question” test. A score of 80% should be attained on this test. If a student scores less than 80%, too great of a weakness is indicated and the student needs remedial work. No test may take the place of the “100 Question” test. You may also want to give your student applicants a test that is directed toward your school district’s policies. This is perfectly acceptable. Remember you must administer the State Mandated “100 Question” test.

NAME: _____ DATE: _____

100 QUESTION TEST

(EACH QUESTION IS WORTH ONE (1) POINT IN ITS TOTALITY)

ANSWER EACH QUESTION TRUE OR FALSE

- _____ 1. A school bus driver can serve as his/her own chaperon on a extra-curricular trip if he/she is a member of the school faculty or administrative staff and his/her load is of reasonable age.
- _____ 2. When exiting a highway, a driver should know the exit number, watch for signs, signal to move into the correct lane and reduce speed just before entering the deceleration lane.
- _____ 3. The normal absolute speed limit for a highway construction area is 45 MPH, unless otherwise posted.
- _____ 4. It is legal to split the lanes when making a right turn from a four (4) lane street.
- _____ 5. Legally speaking, it is never permissible to pass another vehicle on the right.
- _____ 6. White lines separate traffic moving in opposite directions.
- _____ 7. The color white on a traffic sign indicates regulation.
- _____ 8. When stopping at railroad tracks, the stop shall be made not less than 15' or more than 50' from the nearest track.
- _____ 9. A solid yellow line is used to mark the edge of the roadway on the driver's right.
- _____ 10. Sustained periods of high speed driving tend to dull a person's judgement of speed.
- _____ 11. If you are being tailgated, you should increase your following distance.
- _____ 12. The Heimlich maneuver is used when a victim has an obstructed airway.
- _____ 13. The recommended initial technique to be used to control bleeding is the use of pressure points.
- _____ 14. The primary objective of first aid is to save lives.
- _____ 15. Shock is defined as a depressed state of many vital bodily functions.

(TRUE OR FALSE)

- _____ 16. A multi-lane highway is defined as a highway with four (4) or more lanes.
- _____ 17. There is no law that requires a turn signal to be used when lane changing.
- _____ 18. When turning in a motor vehicle equipped with signal lamps or mechanical signal devices, hand signals are not allowed.
- _____ 19. A school bus driver encounters more drunken drivers during daylight hours than after dark.
- _____ 20. All pupils who are entering the bus or leaving the bus shall wait until signaled to do so by the bus driver.
- _____ 21. A person shall not be employed as a Kentucky school bus driver if convicted of driving a motor vehicle under the influence of alcohol or any illegal drug within the last five (5) years.
- _____ 22. A criminal records and motor vehicle records (MVR) check shall be performed by a local district on new bus drivers prior to initial employment or after a break in service, excluding summers.
- _____ 23. Certified Kentucky school bus drivers shall complete annually an eight (8) hour in-service update, relevant to the core curriculum, prior to the beginning of the school year.
- _____ 24. All Kentucky public school buses transporting three (3) and four (4) year old children shall be staffed with a minimum of one (1) driver assistant.
- _____ 25. The superintendent shall require that a safety inspection be made on each school bus owned and operated by the board or contracted to the board, at least once each month.
- _____ 26. All persons who operate a Kentucky school bus must have a contract in which the terms of employment are clearly defined.
- _____ 27. A law that has been enacted by a legislative body is called a statute, thus the Kentucky Administrative Regulations.
- _____ 28. Pupils shall remain seated until the bus has come to a complete stop before leaving their seats.
- _____ 29. When loading students, the driver shall bring the bus to a complete stop approximately ten (10) feet from the nearest students.
- _____ 30. A state certified school bus driver must have an annual physical exam each school year.

(TRUE OR FALSE)

- _____ 31. An inoperable crossing gate discovered during the pre-trip inspection deadlines the bus until repairs are made.
- _____ 32. At 45 MPH, a four (4) second following distance should be maintained.
- _____ 33. An oil pressure gauge indicates how much oil you have in the bus.
- _____ 34. The front brake slack adjusters must be checked for play during a five minute walk-a-round.
- _____ 35. Failure to perform a pre-trip inspection on every bus you drive each and every day is a violation of state and Federal law.
- _____ 36. The use of service brakes on a long and/or steep downgrade is only a supplement to the braking effect of the engine.
- _____ 37. If a front hub oil seal is leaking, it can increase the stopping distance of your vehicle.
- _____ 38. When braking a bus with ABS type brakes, you pump the brakes to stop.
- _____ 39. The loading steps to be performed by a driver is broken down into four (4) categories: 1) approach; 2) stop; 3) loading and 4) door.
- _____ 40. There are instances when a school bus stop should be made in an intersection.
- _____ 41. When turning a forward control bus, a driver should turn earlier than when turning a conventional style bus.
- _____ 42. The best and most efficient steering technique is controlled slipping.
- _____ 43. A concave mirror has the mirror center higher than its sides.
- _____ 44. Egress means "to enter."
- _____ 45. The expert driver adjusts his/her speed to specific road and traffic conditions.
- _____ 46. The school bus eight (8) light system may be used in an emergency as well as when students are loading or unloading the bus.
- _____ 47. The crossing gate shall not be used on school grounds.
- _____ 48. When evacuating a school bus, the students should move to a minimum distance of 100 feet from the bus.

(TRUE OR FALSE)

- _____ 49. The stop arm shall be used at all times when loading or unloading students, this includes while on school property.
- _____ 50. A driver should always set the parking brake when loading or unloading students to avoid driver error that may allow the bus to move.

FILL IN THE BLANKS WITH THE APPROPRIATE ANSWER(S)

51. Between _____ and _____ feet from the loading zone, the driver shall activate the big yellow loading lights.
52. When a vehicle _____, the tires lose contact with the road and ride on a thin film of water.
53. If your bus begins to skid, immediately turn the wheel in the _____ (same/opposite) direction as the skid.
54. Each student who rides a school bus must receive _____ emergency evacuation drills per year.
55. There a total of eight (8) emergency evacuation options, but only _____ should be practiced.
56. A school bus driver will make close to _____ major decisions every mile.
57. There are _____ different classifications of fires.
58. All Kentucky school buses are equipped with (how many) _____ reflective triangles?
59. The number of driver assistants required on a school bus transporting three (3) and four (4) year old children shall be recommended to the superintendent by the _____ or _____.
60. The width of a Kentucky school bus, excluding mirrors is _____ (state feet or inches).

CIRCLE THE BEST ANSWER

61. The person(s) designated by the Board of Education who is responsible for the discipline of pupils who ride school buses is the:
- a. school bus driver
 - b. transportation director
 - c. principal
62. School bus drivers shall be provided with a list of students who ride their bus by:
- a. the principal
 - b. the superintendent
 - c. the transportation director
63. A school bus driver should look ahead when driving, a minimum of:
- a. 4-5 seconds
 - b. 1/2 of a mile
 - c. 12-15 seconds
64. If you are driving a Kentucky school bus, you should have a minimum of _____ seconds following distance when traveling over 40 MPH.
- a. 4
 - b. 5
 - c. 12

(MULTIPLE CHOICE)

65. The proper method to negotiate a curve is to brake:
- a. when coming out of the curve
 - b. in the middle of the curve
 - c. before entering the curve
66. In heavy traffic, it is best to:
- a. drive at the speed of other traffic; provided the traffic is moving below the posted speed limit
 - b. drive slowly on the extreme right
 - c. pass cars until you find an open space ahead

(MULTIPLE CHOICE)

67. The person who recommends whether the crossing gate is to be used on school grounds is:
- superintendent
 - driver training instructor
 - transportation director
68. Skids are generally caused by:
- driving too fast for the road conditions
 - too much air in the tires
 - poorly adjusted brakes
69. Most traffic accidents are the result of:
- mechanical defects of the bus
 - bad weather conditions
 - errors in the driver's judgement
70. A bus driver who cuts the corner too closely when making a right turn, causing his wheels to go over the curb, is probably:
- a poor judge of distance in other situations too
 - deliberately trying to save time
 - a safe driver in other ways
71. When parallel parking on the right edge of the roadway, with a curb and on an upgrade, it is best to:
- turn the front wheels turned toward the edge of the road
 - turn the front wheels turned toward the center of the road
 - keep the front wheels pointed straight ahead
72. When approaching a traffic signal showing a flashing red light, you should:
- continue at a reasonable speed provided no cars are approaching on the side streets
 - stop and remain stopped until a green light appears
 - come to a full stop and proceed with caution when clear
73. Which of these turning movements is involved in the most serious types of accidents?
- right turns
 - left turns
 - turns into private driveways

(MULTIPLE CHOICE)

74. When approaching oncoming vehicles at night, you should:
- use lower headlight beams
 - use upper headlight beams
 - use parking lights
75. When meeting a car with glaring headlights, you should:
- watch the right side of the road
 - turn on your own bright lights
 - watch the center line of the road
76. The most common driver violations that result in an accident is:
- speeding
 - failure to yield right of way
 - failure to use proper turn indicators
77. Children of what ages are generally considered capable of recognizing traffic danger?
- 5 to 6 years of age
 - 7 to 8 years of age
 - 10 to 12 years of age
78. Normal following distances should be _____ on highways because traffic in front of you is traveling at a higher rate of speed
- reduced
 - increased
 - about the same
79. Defective exhaust systems can contribute to
- carbon monoxide poisoning
 - carbon dioxide poisoning
 - hydroplaning
80. A Kentucky school bus driver must wear his/her seat belt when operating a school bus
- only when transporting children
 - always
 - never

(MULTIPLE CHOICE)

81. The reason you never shift gears while crossing railroad tracks is because of
- the time it takes to shift the gears
 - your attention is diverted from the outside of the bus
 - the fact that a vehicle is most likely to stall when shifting gears
82. The driver shall not transport adult employees of the board or any person not employed by the board unless he receives written permission from the
- superintendent
 - school board
 - principal
83. A Kentucky school bus driver must have a minimum of _____ vision in each eye, with or without corrective lenses.
- 20/80
 - 20/30
 - 20/40
84. Basic transportation of non-handicapped students is
- required by law
 - not required by law
 - proportionate to the enrollment scale of the district
85. ABS stands for
- airbags, brakes, steering
 - airway, breaks, shock
 - anti-lock braking system
86. Each Kentucky school bus must receive a safety inspection
- every 14 days
 - monthly
 - every 3 months
87. Kentucky school bus drivers must have a physical every
- year
 - two years
 - four years

(MULTIPLE CHOICE)

88. A Kentucky school bus driver must be tested for tuberculosis
- a. each year
 - b. never
 - c. at initial employment only
89. A LAB test performed during a pre-trip inspection stands for
- a. leaks, alarms, button
 - b. leaks, air supply, brakes
 - c. looseness, air, bulges
90. Yielding the right of way means
- a. slow down and proceed when light is green
 - b. allow the other person to go first
 - c. stop, look in all directions, go when clear
91. When approaching cyclists, give a short beep on horn at least how many feet prior to passing to warn them that you are near?
- a. 50
 - b. 100
 - c. 200
92. A school bus driver should periodically check the speedometer (gauges). This should occur about every _____ seconds.
- a. 5
 - b. 12
 - c. 20

FILL IN THE BLANKS WITH THE CORRECT ANSWER(S)

93. The loading of students is broken down in to four (4) categories. These are:

94. Students who must cross the roadway cross _____ to _____ feet in front of the bus.

FILL IN THE BLANKS WITH THE CORRECT ANSWER(S)

95. The safest and best steering technique for school bus drivers to use is called _____.

96. Parking is prohibited within _____ feet of a fire hydrant.

97. In Kentucky, all school bus drivers should adhere to the motto "SAFETY _____, _____ SECOND."

98. A pentagon (five-sided) shaped sign tells you there is a _____ ahead.

99. A diesel engine should run at least _____ minutes before it is shutdown.

100. The _____ mirrors show the front of the bus.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

100 QUESTION TEST
(EACH QUESTION IS WORTH ONE (1) POINT IN ITS TOTALITY)
ANSWER KEY

The answer key is only released to KDE endorsed trainers.

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The answer key is only released to KDE endorsed trainers.

STEP 33

CDL SKILLS TEST

At this point, the student applicant should have made an appointment to take the “CDL Skills” test. The applicant should be able to obtain their CDL on the day of testing or no later than the next working day. A copy of the student applicant’s CDL shall be placed in the driver’s file.

STEP 34

CONTRACT

By regulation, each driver shall be provided with a written contract each school year. This is not only regular route drivers but all certified drivers.

All student applicants shall sign a written valid contract before they transport any children.

DRIVER'S CONTRACT

(BOARD-OWNED VEHICLES)

STATE OF KENTUCKY)
COUNTY OF _____) ss

This contract entered into this _____ day of _____, 20 _____, by and between the _____ School District whose address is _____, Kentucky, Zip Code _____, hereinafter known as the District and _____ whose address is _____, Kentucky, Zip Code _____, hereinafter known as the driver.

WITNESSETH:

The District hereby employs the Driver to drive one of the school buses or special type vehicles owned by the District for that part of the 20____ - 20____ school year during which the District's public schools remain in regular session following the signing of this contract subject to the conditions set forth in the subsequent provisions of this contract, to wit:

The duties to be performed are to commence on the first day requires by the school calendar adopted or amended by the District and approved by the State Department of Education for the school year, for the number of days required by such calendar, to end no later than June 30, of the school year.

THE DISTRICT AGREES:

1. To pay the Driver for his or her regular day-to-day services rendered at the rate of _____.

2. To pay the Driver for a maximum of _____ "Driver Training Days" during this school year. The exact number of "Driver Training Days" for which the Driver will be paid shall be determined by the District based upon that portion of this school year during which the Driver is employed. The District shall determine the number of "Driver Training Days" during which the Driver shall be engaged in training and preparation prior to driving the bus or special type vehicle in transporting pupils to and from school and the number of days to be spent in additional training during this school year. Any payment to the Driver for these days is contingent upon the Driver being present and taking part in the training activities. Payment for days shall be at the rate of _____.

3. To pay the Driver for his or her services at the pay period time shown in this item and for the period of time covered by each pay _____

4. To maintain the school bus or special type vehicle to which the Driver is assigned in a safe mechanical condition at all times.
5. To provide the Driver with a copy of the State laws, Kentucky Administrative Regulations, and the District's regulations or policies that pertain to the Driver's responsibilities in driving a school bus or special type vehicle.
6. To provide the Driver with training required for State certification and any other training the District deems necessary for the Driver to carry out his or her duties as a school bus driver or special type vehicle driver.
7. To direct the principals of the schools, the teachers and other school personnel assigned responsibilities for pupil transportation to provide their reasonable assistance to the Driver in maintaining order and discipline on and about the school bus or special type vehicle.
8. To provide bodily injury, property damage, medical payments, and uninsured motorists insurance coverage on the school bus or special type vehicle to which the Driver is assigned up to at least the minimum amounts recommended by the Division of Pupil Transportation.
9. _____

10. _____

THE DRIVER AGREES:

1. To abide by the State laws, Kentucky Administrative Regulations, and the District's regulations or policies that pertain to his or her responsibilities as a school bus driver or special type vehicle driver.
2. To follow the instructions given to him or her by the proper school system authorities to the best of his or her ability.

3. To procure at his or her own expense the necessary Kentucky license or licenses required for a Kentucky school bus driver and to keep the license or licenses in force at all times.
4. To provide the District with a certificate from a physician designated by the District attesting to his or her physical fitness to drive a school bus or special type vehicle. This certificate to be provided prior to driving the school bus or special type vehicle in transporting pupils to and from school and at least annually thereafter.
5. To report for work at the times specified by the District and to run the bus route assigned to him or her and to maintain the time schedule for the route consistent with safety, road, and weather conditions.
6. To drive the school bus or special type vehicle to which he or she is assigned in a safe manner at all times and in a manner that will minimize mechanical wear on the parts of the school bus or special type vehicle, and to report mechanical difficulties promptly to the person designated to receive such reports.
7. To sweep or otherwise clean the inside of the school bus or special type vehicle daily and to keep all lights and safety signals clean at all times.
8. To wear clean clothes and to present a clean personal appearance when driving the school bus. The District, at its discretion, may require a certain type of dress or uniform for the Bus Driver.
9. To complete the training required for State certification and any other training required by the District before transporting pupils to and from school or school related events. The Driver may be required by the District to pass an examination based upon the instructional units set forth in the required training course to substantiate the qualifications of the Driver to carry out his or her duties.
10. To attend a reasonable number of school bus driver training meetings during the school year and to participate in the training required for certification renewal.
11. To not report for work when his or her physical condition is such that it would impair the ability of the Driver to carry out his or her duties.
12. To notify the person or persons designated by the District as far in advance as possible when the Driver is unable to report for work and to give a reasonable explanation for not reporting for work.
13. To not make any alterations, modifications, or add any equipment to the bus or remove any equipment from the bus without authorization from the board.
14. _____

MUTUAL AGREEMENTS:

1. It is mutually agreed by and between the District and the Driver that the District will release the Driver from this contract upon the presentation of a written request to the District at least _____ prior to the release date requested except in an emergency.
2. It is mutually agreed by and between the District and the Driver that the Driver will release the District from this contract, if for reasons of economy or efficiency the District determines that it is no longer necessary to operate the school bus or special type vehicle to which the Driver is assigned, provided that the District presents to the Driver a written notice of the District's intent to discontinue the operation of the school bus or special type vehicle at least, _____ in advance, and the Driver is given an appropriate opportunity to respond to such.
3. It is mutually agreed by and between the District and the Driver that the failure of either party to carry out their respective obligations in good faith as set forth in this contract shall cause this contract to become cancelable for cause.
4. It is mutually agreed by and between the District and the Driver that either party may terminate this contract by giving the other party at least _____ written notice when the provisions of this contract have been violated by the other party, provided that party is given an appropriate opportunity to respond to the proposed termination.
5. _____

WITNESSETH THESE SIGNATURES:

_____, School District
_____, Superintendent
_____, Driver

STEP 35

SCHOOL BUS DRIVER DATA SHEET

At this point in the training course, a “School Bus Driver Data Sheet” should be submitted. No one should be allowed to drive Kentucky school children until Pupil Transportation has received the driver’s name and pertinent information. The certification comes from the State Department of Education. Therefore, if you permit someone to drive before submitting a “School Bus Driver Data Sheet,” you are permitting an uncertified person to drive our children. No one may change anything on the school bus driver data sheet. This form is Kentucky Board of Education approved and as such is a binding document.

STEP 36

DRIVER REVIEW II

“Driver Review II” is a two-hour minimum requirement. Driver Review II must be completed after 20 days of completing Step 31, “Driver Review I,” and within 30 days. This should be conducted with students on the bus, if possible. Check all required areas on the Review Score Sheet plus any other requirements that you might have. If your student checks out O.K., you need not submit any documentation to Pupil Transportation. If your student is unacceptable, you must at this point, make a decision regarding your course of action. Retraining or Termination. If you decide upon termination, another “School Bus Driver Data Sheet” must be submitted to Pupil Transportation deleting the driver.

**VEHICLE OPERATION
DRIVING EXERCISE GRADING REPORT**

NAME: _____ DATE: _____

DRIVER REVIEW II

****TO BE COMPLETED WITHIN TWENTY (20) TO THIRTY (30) DAYS OF COMPLETION OF DRIVER REVIEW I (CERTIFICATION) TWO-HOUR MINIMUM REQUIREMENT.****

SKILLS TESTED		PASS	FAIL	COMMENTS
A.	Seat belt fastened			
B.	Proper use of the turn signals.			
C.	Speed for conditions			
D.	Knowledge of all bus component/controls			
E.	Orderly and regimented mirror usage			
F.	Proper hand positioning on steering wheel			
G.	Acceptable two-point turnabout			
H.	Proper following distance - 4 seconds (5 seconds over forty miles per hour)			
I.	Continuous visual scanning			
J.	Proper foot positioning			
K.	Good posture			
L.	Loading and unloading steps followed in sequence (100% accuracy of all steps required for this activity)			
M.	Railroad negotiation			
N.	Openness to criticism and suggestions			
O.	All students signaled			
P.	All students counted when entering/exiting the bus.			
Q.	Students seated when bus is in motion.			
R.	Hand of hand steering technique used exclusively			

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

STEP 37

DIPLOMA

Present the driver with a “Diploma,” stating all scores and responsible signatures. A copy of this “Diploma” should be kept in the driver’s file to substantiate that all training has taken place.

COMMONWEALTH OF KENTUCKY DEPARTMENT OF EDUCATION

_____ County Public Schools

This is to certify that

has demonstrated his/her ability to apply all the knowledge and skills gained in the Kentucky School Bus Driver Training Program
with the following proficiency ratings:

CURRICULUM AREA	PROFICIENCY RATING	TRAINING HOURS
Law and Regulations	_____	_____
Driving Fundamentals	_____	_____
Care and Maintenance	_____	_____
Critical Situations	_____	_____
Accident and Emergency Procedures	_____	_____
Pupil Management	_____	_____
First Aid	_____	_____
Special Education Transportation	_____	_____
Extra Curricular Transportation	_____	_____
Vehicle Operation	_____	_____
Vehicle Control at Speed	_____	_____
Bus Route Identification	_____	_____
Driver Review I	_____	_____
Driver Review II	_____	_____
Driver Review III	_____	_____

Instructor

Driver

School Superintendent

Transportation Director

COMMONWEALTH OF KENTUCKY DEPARTMENT OF EDUCATION

Independent Public Schools

This is to certify that

has demonstrated his/her ability to apply all the knowledge and skills gained in the Kentucky School Bus Driver Training Program
with the following proficiency ratings:

CURRICULUM AREA	PROFICIENCY RATING	TRAINING HOURS
Law and Regulations	_____	_____
Driving Fundamentals	_____	_____
Care and Maintenance	_____	_____
Critical Situations	_____	_____
Accident and Emergency Procedures	_____	_____
Pupil Management	_____	_____
First Aid	_____	_____
Special Education Transportation	_____	_____
Extra Curricular Transportation	_____	_____
Vehicle Operation	_____	_____
Vehicle Control at Speed	_____	_____
Bus Route Identification	_____	_____
Driver Review I	_____	_____
Driver Review II	_____	_____
Driver Review III	_____	_____

Instructor

Driver

School Superintendent

Transportation Director

STEP 38

DRIVER REVIEW III

Driver Review III is a one-hour minimum requirement to be done within three (3) to six (6) months of completion of Driver Review II. Driver Review III shall be done with students on the bus. The proper score sheet shall be completed and will become part of the driver's file.

DRIVER REVIEW III SCORE SHEET

NAME: _____ DATE: _____

SKILLS TESTED		PASS	FAIL	COMMENTS
A.	Seat belt fastened			
B.	Proper use of the turn signals.			
C.	Speed for conditions			
D.	Knowledge of all bus component/controls			
E.	Orderly and regimented mirror usage			
F.	Proper hand positioning on steering wheel			
G.	Acceptable two-point turnabout			
H.	Proper following distance - 4 seconds (5 seconds over forty miles per hour)			
I.	Continuous visual scanning			
J.	Proper foot positioning			
K.	Good posture			
L.	Loading and unloading steps followed in sequence (100% accuracy of all steps required on this activity)			
M.	Railroad negotiation			
N.	Openness to criticism and suggestions			
O.	All students signaled			
P.	All students counted when entering/exiting the bus.			
Q.	Students seated when bus is in motion.			
R.	Student/Driver relationships			
S.	Bus atmosphere			
T.	Acceptable condition of bus			
U.	Pre-Trip Inspection			
V.	Post-trip Inspection			
W.	Check for children and articles before leaving the bus.			
X.	Hand over hand steering technique used exclusively			

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

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

PROPER SCORING OF ALL SCHOOL BUS DRIVER APPLICANTS

The scoring of a Kentucky School bus driver applicant is a multifaceted endeavor. While each Driver Training Instructor has the 610 point guidelines to go by, Pupil Transportation desires to leave the Driver Training Instructor the flexibility to use their own judgement when scoring driver applicants. With this in mind, an instructor must understand all areas of grading. This section is divided into two basic grading modes. One is strictly fixed or objective, while the other is more flexible or subjective. Your goal as a Driver Training Instructor is to be as fixed or objective as possible. When operating on this premise, personal opinion or favoritism is removed.

PART I OF THE GRADING IS AS FOLLOWS:

FIXED --- 80% OVERALL SCORE NEEDED TO PASS ---PLUS 80% ON EACH SECTION

	POINTS POSSIBLE	PASSING SCORE
A. 100 QUESTION TEST (STEP 32)	100	80
B. INTERVIEW (STEP 2)	50	40
* THE FOLLOWING IS PERFORMED DURING VEHICLE AT SPEED*		
C. DEFUNCT/FAULTY BUS	50	40
D. BACK UP	50	40
E. DIMINISHING CLEARANCE	50	40
F. RIGHT TURN	25	20
G. STRAIGHT LINE	50	40
H. SERPENTINE	35	28
I. OFFSET ALLEY	50	40
J. RAILROAD	60	48
K. STOP LINE	15	12
L. STUDENT PICK-UP	75	60
TOTAL	610	488

A student must score at least 80% in order to have a passing score in the “Fixed” grading mode. This is a minimum of 488 points out of the 610 points possible.

FLEXIBLE

The Driver Training Instructor has the responsibility to also grade the applicant in the “flexible” mode. This method of grading is not as definitive as the fixed mode, but just as important. The following is an outline of grading to be used by the Driver Training Instructor throughout the course when grading.

STEP 1

APPLICATION

FLEXIBLE

Go over the application and look for any problem areas.

STEP 2

INTERVIEW

FIXED

What did you think of the applicant? Was he/she enthusiastic?

OR

FLEXIBLE

Certainly this is no reason to exclude an applicant, however, it is wise to make mental notes during this process along with the “Fixed” scoring of 50 possible points.

STEP 3

EDUCATION VERIFICATION

FLEXIBLE

Verify proper education and place verification in the driver’s file.

STEP 4

PRE-EMPLOYMENT ROAD TEST

FLEXIBLE

This segment, seems to be misunderstood. As a driver training instructor, you are simply deciding, “Can I train this driver? Be careful before you take the applicants out on a bus, they may not be covered by insurance. Why not use a car or school van. Be safe. Stay on school property.

STEP 5

MOTOR VEHICLE RECORD CHECK

FLEXIBLE

You must look over this document and determine whether he/she is a good candidate. Pupil Transportation does not feel that it would be proper for anyone to make the decision to place an applicant in a training class other than a local school district. The subjectivity of this decision should be removed as much as possible. Develop board policies governing enrollment in a class.

STEP 6

CRIMINAL RECORD CHECK (THUMBPRINT)

FLEXIBLE

This is similar to the motor vehicle record check in that it should be gone over and board policies should be developed. This removes any allegations of favoritism or discrimination.

STEP 7

PHYSICAL

FLEXIBLE

This document should not be received and just filed away. It needs to be looked at and an applicant's physical qualities need to be checked to make sure that he/she meets the minimum qualifications in our regulations.

STEP 8

PRE-EMPLOYMENT DRUG TEST

The results are confidential.

STEP 9

ALL CLEAR

ENROLLMENT

STEP 10

CDL STUDY PERIOD

STEP 11

CDL WRITTEN TESTS

STEP 12

CARE AND MAINTENANCE

FLEXIBLE

Not a scored class in the “Fixed” scoring method in computation of the 610 points, however, you, the driving training instructor, have the right to ensure that the student can perform a pre-trip inspection to your satisfaction. The student should score at least 80% on the post chapter written test.

STEP 13

DRIVING FUNDAMENTALS

FLEXIBLE

Not a scored class in the “Fixed” scoring method in computation of the 610 points, however, you, the driver training instructor, have the authority to ensure that the student has grasped the basic knowledge needed. The student should score at least 80% on the post-chapter written test.

STEP 14

DEFENSIVE DRIVING

FLEXIBLE

STEP 15

LAWS AND REGULATIONS

FLEXIBLE

Not a scored class in computation of the 610 points, however, you, the driver training instructor, have the right to ensure that the student has grasped the basic knowledge needed. The student should score at least 80% on the post-chapter written test.

STEP 16

VEHICLE OPERATION (CLASSROOM)

STEP 17**FLEXIBLE****VEHICLE OPERATION (PART I)**

The is the first “Behind-The-Wheel” activity after the student applicant has been accepted into the training class. The instructor should be careful not to grade the student too difficultly this first trip out. The student will be nervous and will not fully understand what is expected. The scoring in this section is flexible. It is not part of the 610 points in the “Fixed” scoring mode. Keep the state supplied score sheet on the driver and go over it after the drive. Remember, never argue with a student if they say that they did not do this or that when reviewing their performance. State your observations, restate your expectations and proceed onward.

STEP 18**FLEXIBLE****PUPIL MANAGEMENT**

This section is not part of the “Fixed” 610 points. This section needs to be very concrete in as far as what is expected from the driver. Give the driver definite direction. Each school district should have their pupil management policy developed to the point where both driver and student fully understand what is expected of them. The student should score at least 80% on the post-chapter written test.

STEP 19**FLEXIBLE****VEHICLE OPERATION (PART II)**

This is the second time that you will have the student applicant behind the wheel. This segment is not part of the 610 points, however, you should start to expect more from your students at this point in their training. Keep the state supplied score sheet and be sure that all basics are acceptable.

STEP 20

FLEXIBLE

CRITICAL SITUATIONS

This section is not scored in computation of the 610 points, however, you have the authority and the responsibility to ensure that the student has grasped the basic knowledge needed. The student should score at least 80% on the post-chapter written test.

STEP 21

FLEXIBLE

FIRST AID

This section is not scored in computation of the 610 points, however, you should have the student take the post-chapter test and he/she should score at least 80%. This chapter affords a perfect opportunity for guest speakers. Whenever using guest speakers, be sure that all mandated materials are covered. The student should score at least 80% on the post-chapter written test.

STEP 22

FLEXIBLE

VEHICLE OPERATION PART (III)

This is the third and final part of the “Vehicle Operation.” Once again, it is not part of the 610 point “Fixed” scoring process, however, the state score sheet should be used and all pertinent information should be graded. This score sheet should become part of the driver training file. You should see vast improvement in the student applicant’s ability level.

STEP 23

FIXED

VEHICLE CONTROL AT SPEED

This section is what has evolved to be referred to as the “Road-E-O.” It is not. There is no “Road-E-O” in the initial training of Kentucky school bus drivers. Although similar to the Rode-E-O,

there are differences within the vehicle control at speed segment and the Rode-E-O.

There are two (2) parts to Vehicle At Speed. The part 1 segment is the origin of 460 of the 610 points in the “Fixed” scoring. Add the 100 points from the “100 Question” test and 50 points from the interview and you get the following:

460 – Vehicle Control at Speed (See Score Sheet)

100 – 100 Question Test

50 – Personal Appearance and Interview

610 – TOTAL

A state mandated score sheet should be kept on each driver, showing the “Fixed” score of each applicant.

STEP 24

FLEXIBLE

SPECIAL NEEDS TRANSPORTATION

This section is not a scored in computation of the 610 points, however, you have the right and responsibility to ensure that the student has grasped the basic knowledge needed. The student should score at least 80% on the post-chapter written test.

STEP 25

FLEXIBLE

EXTRA-CURRICULAR TRIPS

This section is not a scored in computation of the 610 points, however, you have the right and responsibility to ensure that the student has grasped the basic knowledge needed. The student should score at least 80% on the post-chapter written test.

STEP 26**INCIDENTS AND EMERGENCY PROCEDURES****FLEXIBLE**

This section is not a scored in computation of the 610 points, however, you have the right and responsibility to ensure that the student has grasped the basic knowledge needed. The student should score at least 80% on the post-chapter written test.

STEP 27**LOADING AND UNLOADING****STEP 28****FORWARD CONTROL BUS****STEP 29****COMMERCIAL DRIVER LICENSE****STEP 30****BUS ROUTE IDENTIFICATION****FLEXIBLE**

The scoring for this part of the training, although not part of the 610 points, must be documented and, as all other segments, should be placed in the driver's file. You must grade the student applicant on the topics covered on the score sheet in this chapter. You may desire to check the student applicant in other areas that are pertinent to your school district.

STEP 31**DRIVER REVIEW I****FLEXIBLE**

This is a two-hour minimum requirement to be completed within five (5) days of completion of the curriculum. You should score the driver applicant on the areas that are on the score sheet contained in this chapter. The score sheet shall become part of the driver's file.

STEP 32

FIXED

100 QUESTION TEST

Each question has the value of one point. This section is worth 100 of the 610 points and a copy of the answer sheet should become a part of the driver's file. Each driver applicant should score a minimum of 80% on this sheet.

STEP 33

CDL SKILLS

STEP 34

CONTRACT

STEP 35

SCHOOL BUS DRIVER DATA SHEET

STEP 36

FLEXIBLE

DRIVER REVIEW II

This is a two-hour minimum requirement to be performed twenty (20) to thirty (30) days after completion of Driver Review I. A copy of the score sheet shall become part of the driver's file. Be sure that you, the driver training instructor, are satisfied, that the applicant is safe with our children.

STEP 37

DIPLOMA

STEP 38

FLEXIBLE

DRIVER REVIEW III

This is a one-hour minimum requirement to be completed within three (3) to six (6) months of completion of Driver Review II. Driver Review III shall be completed with students on the bus. A copy of the score sheet shall become part of the driver's file.

APPLICANTS NAME: _____

LOCATION: _____

DATE: _____

TEST INTERVIEW				FIXED SCORING										
				VEHICLE AT SPEED (POSSIBLE POINTS)										
Applicant Number	Applicant Name	100 Written Exam	50 Personal App. Intv. Exam	50 Faculty Bus	50 Back Up	50 Dim. Clear	25 Right Turn	50 Straight Line	35 Serpen-Tine	50 Offset Alley	60 Rail-Road	15 Stop Line	75 Student Pick-Up	610 TOTAL SCORE
1														
2														
3														
4														
5														
6														
7														
8														
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