

IDAHO'S SCHOOL BUS DRIVER TRAINING BEHIND-THE-WHEEL CURRICULUM

July 2012



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SECTION BTW-1: BEHIND-THE-WHEEL TRAINING

INTRODUCTION AND GENERAL INFORMATION

Notes and Comments

INTRODUCTION AND GENERAL INFORMATION

The Behind-the-Wheel Training Guide for Idaho School Bus Drivers has been developed to assist instructors in their endeavor to produce safe, competent bus drivers. The Behind-the-Wheel Guide should be used in conjunction with classroom curriculum. In other words, driver trainers should incorporate as much of the curriculum covered in the previous sections into the behind-the-wheel training as possible. However, driver trainers should be innovative in their presentation styles and modes. The applicant interview, classroom, in-service, behind-the-wheel, and video sessions are examples of curriculum presentation modes. Just as important is the related documentation of training.

The Behind-the-Wheel Guide is divided into eight skill levels, with the last level being a final performance appraisal. Each trainee must become competent in the requirements of vehicle inspection before progressing to the more complex technical driving skills and, finally, to the vehicle operational skills.

Each skills level contains a driver performance review that will enable the instructor to monitor time spent with the trainee on each lesson. The performance review also has a sign-off column that the instructor initials when the trainee demonstrates competency in each area. The trainee must be proficient in each skill level before advancing to the next level.

PURPOSE

To present standards for training personnel and develop skills necessary to perform preoperational inspections.

OBJECTIVES:

- Provide general standards for state-certified school bus driver trainers and their delegated behind-the-wheel trainers.
- Realize the importance of preselected training sites.
- Prepare the trainee to perform an effective vehicle inspection.
- Instruct the trainee how to understand and perform correct driver inspections of brake systems.
- Provide guidance in conducting undercarriage training.

NOTE

Striving for excellence in our profession is a goal that should be foremost in our minds. The standards by which we conduct training should be of the highest quality.

These same high standards must also be applied to people selected as delegated behind-the-wheel trainers.

In this section you will find vehicle inspection and undercarriage training. These two sections are directly related to the training and development of a professional school bus driver. The training time on these two topics should be recorded on the topic specific Driver Performance Review Record and the Idaho State Department of Education Pupil Transportation ongoing training record. As required by State Board of Education

Administrative Rule, IDAPA 08.02.02.170, *Each school system shall maintain a personnel file for each school bus driver which shall include the following:*

- Application to drive a school bus
- Copy of current physical examination
- Record of all school bus driver training
- Copy of current commercial driver's license
- Copies of annual driving record check
- Copies of driver evaluations

STANDARDS FOR A STATE-CERTIFIED BUS DRIVER INSTRUCTOR

A state-certified school bus driver trainer instructor is an integral part of any transportation operation. Instructors set the standards and image for many others to follow. State-certified instructors are to be commended for their outstanding accomplishments. The following standards will help maintain the high quality that is necessary in any transportation system.

Driver Instructor/Trainer Certificates

Applicants for a state-certified school bus driver trainer instructor or school bus driver trainer certification must successfully complete the appropriate certification course given by the State Department of Education Pupil Transportation Section. Applicants for this course should possess:

- A valid driver's license of the appropriate class with the appropriate endorsements as required by Idaho Codes 33-1509 and 49-105
- Three years of experience as a school bus driver or two years of such driving experience and two years equivalent experience driving vehicles that require a class A or B driver's license
- A high school diploma or General Education Development (GED) equivalent
- A driving record with no chargeable accidents within the past three years

The Department of Education Pupil Transportation section may waive any or all of the foregoing requirements if necessary to ensure an adequate number of instructors in the state.

Scope of Instruction

A school bus driver trainer or instructor may instruct applicants to drive a school bus as provided for in Idaho Code 33-1511.

Term of Certificate

A school bus driver trainer and/or instructor certificate shall be valid for a period of one year. Certification is renewable upon successful completion of the annual training offered by the Idaho State Department of Education. State certified school bus driver trainer instructors are responsible for assisting in annual regional school bus driver trainer workshops. School bus driver trainer instructors may be requested to assist in State Department of Education reviews and spot inspections.

School bus driver trainers should conduct at least 10 hours of instruction in each 12 months that include at least 6 hours of behind-the-wheel or classroom training, which need not be given in a single session. The remaining 4 hours may include in-service training conducted by the trainer.

A school district or contractor may wish to limit the driver trainer to classroom instruction or behind-the-wheel training only, depending upon the instructional capability of the certified driver trainer.

Superintendents may be asked to suspend the use of a specific state certified school bus driver trainer or state certified instructor for instructional purposes when the trainer and/or instructor. .

- Has failed to contribute or participate in annual school bus driver trainer/instructor workshops offered by the State Department of Education without sufficient cause
- Has failed to conduct at least 10 hours of instruction each 12 months.
- Has falsified a district or Department of Education Training Record

Documentation of Training

All required training shall be properly documented on either a district, contractor, or State Department of Education Training Record Form and shall be maintained in the driver's personnel file as required in Idaho Codes 33-1508 and 33-1509 and State Board of Education Administrative Rule IDAPA 08.02.02.170.

All training records shall be signed by the state certified trainer/instructor and the school bus driver and/or applicant at the end of each training period. The signatures certify that the required instruction was conducted during the 12-month training period.

State-certified trainers/instructors help their operation understand and comply with the laws and regulations that govern the industry. Other attributes of a state-certified trainer/instructor include:

Knowledge

Professional school bus driver trainers/instructors must have an effective command of all state laws and regulations. They also should possess good knowledge of their organization's policies and rules and know how to effectively blend them for a safe and efficient operation.

Skills

The skills that a professional trainer/instructor must have are vast. Performance skills in the equipment must be above reproach. The trainer/instructor must know and be able to correctly demonstrate all phases of behind-the-wheel training.

Setting the proper example and demonstrating correct procedures are essential. Skill areas also will include proper teaching techniques, human relations, good communication skills, being able to recognize something that is wrong or incomplete, and knowing how to apply logic and common sense for a solution.

A positive attitude and an open mind are a must. State-certified trainers/instructors should constantly strive for excellence. Improvement of knowledge, skills, abilities, attitudes, and so forth, will be ongoing. The challenge of always looking for ways to improve the safe transportation of our children must never cease.

STANDARDS FOR A DELEGATED BEHIND-THE-WHEEL TRAINER

A delegated behind-the-wheel trainer is someone who has been selected and trained to assist in the behind-the-wheel training of bus drivers. Minimum standards for selection are as follows:

- One year of experience as an active school bus route driver immediately preceding the date of selection as a delegated behind-the-wheel trainer.
- Possession of the appropriate license with proper endorsements.
- A high school diploma or General Education Development (GED) certificate is preferred.
- A driving record with no chargeable accidents within the past three years immediately preceding the date of selection
- Possession of the same basic knowledge and skills as those of a state-certified trainer/instructor in those areas where the delegated behind-the-wheel trainer will instruct.
- Successful completion of a written assessment test on current laws, regulations, policies, and procedures taken from the Idaho School Bus Driver Training Curriculum pertinent to the topics where the delegated behind-the-wheel trainer will instruct.
- Successful completion of a driving performance test on all phases of behind-the-wheel and vehicle inspection training pertinent to the topics where the delegated behind-the-wheel trainer will instruct. The state-certified trainer/instructor shall train and verify the competence of each delegated behind-the-wheel trainer before he or she will be accepted as a delegated behind-the-wheel trainer. Documentation of all training shall be maintained in the personnel file of the specific delegated behind-the-wheel trainer. All tests are to be given by a state-certified trainer/instructor.

DRIVING PROFICIENCY AND VEHICLE SELECTION

It is the responsibility of each employer to require all drivers to demonstrate competent and safe operation of each different type of vehicle before driving on a highway unsupervised. This includes vehicles of different sizes, with different controls, gauges, or requiring different driving skills. The driver's capability to operate the vehicle shall include special equipment such as wheelchair lifts, ramps, or wheelchair tie downs.

The employer should use a variety of vehicles throughout the behind-the-wheel training program. By using this procedure, the employer and trainee will get maximum benefit from the behind-the-wheel training and, when the driver is issued a *permit to drive school bus*, he or she will be qualified on all buses in the fleet. The training bus used should be equipped similar to buses used on regular runs. If your operation uses both manual and automatic transmissions, gas and diesel, training should be provided in both types of buses.

The driver's seat must be easily adjustable to various positions - forward, backward, up, down, etc. All of the gauges should be visible to the instructor, especially the speedometer. If possible the parking brake should be located on the right side of the driver's compartment for easy access by the trainer/instructor. Convex mirrors should be provided for viewing the area just in front of the bus. The general condition of the training vehicle should project the image you want for your fleet.

If possible, at least one "TRAINING VEHICLE" sign, on the rear of the bus, should be displayed. It is preferable to have two signs, one for the front and one for the rear. Signs

should be of a color that contrasts with the color of the bus.

INSTRUCTIONAL CONSIDERATIONS

- Always be ready to begin the instruction at the designated time.
- Be enthusiastic - show the trainee you believe in the need for this instruction.
- Maintain a positive attitude and emphasize the need for the trainee to have a positive attitude.
- Provide the trainee with the objective for the session; knowing what will be taught and what is expected will be appreciated by the trainee.
- Relax the trainee and develop rapport by using a friendly, conversational approach.
- Eliminate as many distractions as possible - no radios or unnecessary conversation.
- Stress in a positive manner the need to wear appropriate clothing.
- Always adjust the seat and mirrors so the trainee is comfortable.
- Provide a short break and/or a change from driving to another behind-the-wheel task at the end of each hour of instruction.
- Be prepared for the lesson - know the current material as well as points to emphasize from the last lesson.
- Assume the trainee has no knowledge or skill in operating a school bus; it is safer for you and for the trainee.
- Explain the need for certain prescribed procedures - when the reason is understood, the procedure is more likely to be followed.
- Always set an example for your trainees. If you do not practice the procedures you are teaching, your trainees will assume the procedures are unimportant.
- When the trainee is driving, always give clear directions well in advance. For example, say "At the next intersection, turn left," not "Turn left at the next intersection" or "Turn left here."
- Be prepared to cope with any error on the part of the trainee. Be as aware of what is occurring as if you were driving.
- When possible, allow the trainee to analyze the problem and provide the best solution - you will not be with the trainee forever.
- Generally, correct errors immediately - provide positive reinforcement.
- Anticipate hazards throughout the instruction - never assume that the trainee has identified the hazards.
- Weather conditions may determine the emphasis of the instruction (i.e., trainee inexperienced with manual transmissions or driving on wet roads).
- At the end of each behind-the-wheel lesson, find some phase of the trainee's driving to compliment.
- Maintain a record of each trainee's progress and note specific problems for review during the next session.

- At the end of the lesson, caution the trainee about the driving transition necessary from a school bus to a personal vehicle.

VEHICLE INSPECTION TRAINING

The following lesson has been designed to allow the trainee to progress toward competency in performing a daily inspection. The daily inspection is a method for the driver to locate defects that will affect the vehicle's safe operation.

The job of an instructor is to teach the trainee the requirements in the regulations pertaining to daily inspection and explain the importance of why each item is being inspected.

It is vital that the trainee learns how to inspect the vehicle, not memorize a list of items. It will be the instructor's responsibility to arrange the inspection in a logical sequence to help the trainee learn the inspection in a timely manner.

On completion of training, the trainee should perform a complete vehicle and brake inspection within 30 minutes.

Vehicle Condition

This section covers the major procedural tasks a school bus driver must perform. In some instances, the procedures will need to be adapted to fit the needs of the individual local school system. However, the majority of the procedures listed can be used as they are given.

It is important to develop certain habits when instructing trainees. When the trainer uses exactly the same method each time a procedure is used, the trainees learn the procedure faster and retain it better. In addition, certain procedures require a step-by-step approach in order to be done efficiently and safely.

It is unlawful for any driver to drive a vehicle that is not in safe operating condition or is not equipped as required by all provisions of law and regulation. The driver is specifically responsible for the following:

Pre-trip Inspection**Notes and Comments**

SDE Catalog Videos
1014,1053,1017D,1047 A,
1058

PRE-TRIP/POST-TRIP INSPECTIONS

The driver needs to know and understand all components of the school bus. It is the responsibility of the school bus driver to do a pre-trip inspection of the school bus each time they prepare to transport students. The driver must ensure that the bus is in safe operating condition. The pre-trip inspection also assists the maintenance staff in identifying mechanical deficiencies before they become problems.

Each school bus shall have a pre-trip inspection performed and documented by the school bus operator, prior to the vehicle being placed in service.

A series of simple checks can be made daily that contributes not only to safety, but will also add miles of trouble-free operation to the life of the school bus. Pre-trip inspections should be routine but thorough.

Regardless of the engineering skill and workmanship incorporated in a school bus it cannot continue to deliver maximum safety, economy, and dependability unless it is properly maintained.

Reminder: Defects cannot be repaired if they are not reported.

Approaching The Vehicle

As you approach the vehicle, notice the general condition. Look for damage or the vehicle leaning to one side. Is the front axle straight with no apparent damage? Look for fresh fluids that may puddle underneath the engine compartment like oil, coolant or fuel. Notice the inside of the front tire for possible leaks in the axle seals or hydraulic cylinder if so equipped. Check the area around the vehicle for safety hazards; i.e., ice condition, object in the way etc.

Engine Compartment Check

Some school districts do not require the school bus drivers to open the hood and check the engine compartment. In these cases, the maintenance staff checks the engine compartment on a regular basis. However, every driver should have knowledge of the engine compartment check so they can perform the procedure when asked or when on extended out-of-town trips.

Check the oil level.

- Generally it is better to take a cold reading after the vehicle has had time to allow the oil to recede back into the pan, but if the engine has been running, remove the dipstick and wipe off the oil and reinsert fully to get a proper reading. Note any

water droplets that may cause separation on the stick

- Vehicle should be on a level surface.
- Dipstick must be fully inserted in tube to give accurate check. It should register between "add" and "full".
- Don't overfill - this can damage the engine.
- Vehicles operated with insufficient oil can develop internal engine damage.
- Check for smell and color, should be amber or black.

Check radiator and condition of hoses.

- Coolant level will vary in radiators with plastic expansion tanks depending on the temperature of coolant. **Do not remove cap or add fluid when radiator is hot!** Radiators with metal expansion tanks are usually marked with coolant level indicator line or sight glass indicator. (On plastic tanks ensure that the level you are looking at is accurate and not residue, this is also true on metal sight glass.)
- Coolant level should be visible above the radiator core in vertical type radiators without expansion tanks.
- Coolant level should be three or four inches below bottom of filler neck in cross flow radiators.
- Hoses should be free of bulges, leaks, cracks, and should not rub other surfaces.
- Check for color of coolant, should be Green, Red or Blue, or Orange-yellow.
- When adding fluid you use the same color and do not mix formula.
- A cursory look at the water pump for leaks and the fan shroud is also recommended.

Check all belts.

- Visually inspect the belts for cracking, or looseness or breakage. A loose or faulty belt can cause the failure of external engine accessories, i.e., alternator, water pump, power steering, etc.
- With the engine off, apply light pressure to the belt at a point midway between the pulleys. As a general rule, belt deflection should not exceed approximately $\frac{1}{4}$ to $\frac{1}{2}$ inch.

Check power steering fluid level.

- Level must be maintained at the full mark on the dipstick.
- If there is no dipstick, reservoir should have adequate fluid. Check with a bus technician for proper fluid level.
- Do not overfill. Power steering fluid expands under pressure.

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- Check for leaks and condition of hoses.
 - If equipped with a belt driven pump, check the condition and tension of the belt.
 - Check for color of fluid, should be clear or Red.

Check Steering Components.

- Steering Column
- Steering Box
- Pitman Arm
- Drag Link
- Bolts and Cotter Pins
- Tie Rods

Check windshield washer fluid.

- The windshield washer fluid container should be full.
- If not, add fluid

Under Hood Air System

- Physically check compressor for looseness.
- Visually check for oil seepage.
- Check for damaged or cracked air lines.
- Check for worn, cracked or frayed belt having no more than $\frac{1}{4}$ to $\frac{1}{2}$ inch of "slack".
- Check junction box on fire wall.
- Check mount of Evaporator and alcohol level.
- Check to see that the sensor wire is secured to the governor valve.
- Listen for sounds of leaking.
- Manual slack adjusters should have no more than 1 inch free play.

Hydraulic Brake System

- Check Master Cylinder
- Check hoses and clamps
- Check booster pump for condition
- Check for visible leaks front wheel cylinders
- Ensure that the pads are at least $\frac{1}{4}$ inch thick and cracks are no more than $\frac{1}{2}$ across pads

Check Electrical Wiring

- Check for cracks
- Loose wiring
- Frayed wiring

Check the automatic transmission fluid level.

Some districts do not require drivers to check the automatic transmission fluid level. If you do check the level, ensure the transmission fluid is warm.

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- Use district/manufacture procedures.
 - Check for color of fluid, should be red.

Check Tires and Suspension System

- Check tires for abnormal wear patterns.
- Tread depth for front tires must be no less than 4/32 inch.
- Tread depth for rear tires must be no less than 2/32 inch.
- Check sidewall for bulges cuts.
- Check wheel and bead area for damage.
- Check lug nuts are tight and are not missing, (attempt to turn each lug nut by hand.)
- Check wheel seal for tightness and leakage.
- Check spring system is in good condition and that all clamps, bolts, hangers and shackles are properly fastened.
- Check shock for leaks and that they are properly secured

First walk around right side

We will start at the right front corner of the bus.

Exterior

- Glass
- Body Damage
- Lettering
- Cargo Doors
- Lenses
- Seals around windows
- Grab handles and steps

Ensure that it has the properly displayed lettering designating the school districts or contractor's name and number. Make sure the decals denoting emergency exits are in good condition. Check the condition of reflective tape on the body. Check for body damage or damaged glass in the passenger compartment. Ensure that light lenses and reflectors are the proper colors and in good condition. All reflectors, clearance and cluster lights will be red if mounted at the rear of the bus and amber at center and to the front. Check seals around the windows and doors for condition. Check the security of grab handles and steps and ensure the steps are in the upright position when not in use.

Fuel Compartment

When checking the fuel compartment, ensure that the cap is on properly so that the seal is not allowing seepage of fuels. Check that the tank and safety cage is secure and that there are no leaks from the tank and lines.

Inspecting the Underside of the Bus

- Frame
- Driveline
- Exhaust

Look under the bus for the condition of the frame rails to ensure that they haven't shifted or become distorted or cracked by stress or damage also checking for welds or extra holes. Ensure that there is no damage to the drive line; that all sections are straight and that the safety hangers are secure at every connection. The exhaust system should be free of rust, holes and cracks both in the pipes and muffler and securely supported by the hangers. Look for fresh fluid leaks around rear wheel and differential.

Rear Dual and Suspension System

At the rear dual system you need to once again inspect each of the two tires for abnormal wear patterns and depth of tread no less than $\frac{2}{32}$ of an inch. If the rear tires are recapped, be sure to check condition of the cap to ensure that there is not any separation from the tire body. Each tire should have proper inflation. Strike each with a tire baton or hammer and detect the sound. A low tire will have a low sound with little recoil and a properly filled tire will have a solid sound with good recoil on the striking object. Notice that the sound of each tire is approximately the same. Once again ensure that there are no loose or missing lug nuts, checking each one for tightness. Ensure that there is nothing stuck between the dual tires that may cause damage or tire fires. If your unit is equipped with automatic chains, ensure that the chain wheel is not damaging the inside tire wall. Inspect that all components of the rear suspension is intact and in good condition. Paying particular attention to the leaves for shifting and the shocks for securement and wear. Inspect the pins and bolts for the spring hangers and ensure that the pin in the overload or torsion spring is not backing out. Check that the rear mud flap is in good condition and secure to the wheel well. Make sure that is covering both tires and is not mounted more than 10 inches from the ground. Check the inside of the wheel for fluid leaks occasionally a brake cylinder or axle seal will leak.

- Check light lenses and reflectors
- Check emergency door
- Check tail pipe
- Check License plate
- Check proper operation of door holder

Check the condition of all lenses and reflectors to ensure that they are of proper color and in good and clean condition. Open the rear exit and check for serviceability and note that the seals are in good condition so as not to allow exhaust fumes to enter the compartment. Check the operation of the door holder

(if applicable) holding and releasing. Ensure that the emergency exit decal is in good condition. Check the tail pipe for any broken hangers and that the pipe is clear of any debris. Like the side of the bus, Check for any body and glass damage. Ensure that the license plate is firmly attached.

First walk around left side

Check the same items that exist on the right side, i.e. underside, rear tires and suspension, body and glass, reflectors and light covers. There are however; some items that are not on the other side.

- Side of the Bus
- Rear duals and suspension
- Battery Box
- Stop Arm
- Air tanks
- Lenses and Reflectors

Check for damage, check rear dual and suspension system,

Check the batteries.

- Located under the hood or in a side compartment.
- Check the battery for securement.
- Check battery for corrosion as it can cause a loss of electrical power.
- Check batteries for bulges.

The technician generally checks fluids; however if a driver does this check ensure they use proper precautions when handling battery fluids as they are very caustic. Rubber gloves are advisable.

Stop Arm

Hinge is free and opens and closes with ease.
Color is not faded
Lights will be check during a future light check.

Air Tanks

Tank is secure.
All lines into and out are well connected and have no audible sign of leakage.
Periodically draining the tank should be done in accordance with district standards or by manufacture's recommendation.

Lenses and Reflectors

Check all lenses and reflectors to ensure proper color and that there is no damage.

Ensure lenses on 8-way are in proper placement.

Left Mirror Strut

Check that the mirror strut is firmly secure so as to not cause too excessive vibration distorting the visual.

Around the front

Check the safety mirrors strut is secure to eliminate vibration-causing distortion to the viewing.

Check the tension spring on the windshield wipers.

Right Mirror Strut

Check that the mirror strut is firmly secure so as to not cause too excessive vibration distorting the visual.

The Entry

- Handrail/ Clearance
- Stantions
- Door Operation
- Step Light lens
- Unlawful Entry sticker on step or outside
- Tread
- Glass and seals

As you approach the bus, ensure that the Idaho Code for illegal entry is clearly visible with the door in the open position; it should be affixed to the side of the bus or the step, at eye level.

Check the glass, not foggy or discolored.

Seals not broken.

Hinge, closure arms and controls are working properly.

Check the condition of the step tread, securely fastened with nothing that may trip passengers.

Check the stepwell light to ensure that it is intact and not discolored from moisture.

Check the hand rail and door area for draw string hazards and report if noted

Bus Interior Checks

Checking Emergency Equipment

- Fire Extinguisher
- Reflective Triangles
- First Aid/Body Fluid Kit
- Accident Kit
- Seat Belt Cutter

As you enter the bus, check all the emergency equipment. It is important that you are familiar with each and every different type vehicle you may be driving. This would include knowing the location of your emergency equipment in case you need to use it.

Fire Extinguisher

Check the fire extinguisher to ensure that the needle registers in the green area of the gauge. The extinguisher should be securely mounted with a proper seal to “lock” the pin in place. The extinguisher should have a zip type seal. The extinguisher should be inspected annually by an authorized service representative and checked monthly by the driver or technician and the inspection tag initialed by whoever does the monthly check.

Reflective Triangle

Ensure that you have three reflective triangles present in the storage box and that the box is secured in the driver’s compartment. Periodically check to ensure that the triangles are functional and have not deteriorated with age and vibration from bad roads.

First Aid/ Body Fluid Kit

The first aid and body fluid kit should be opened and checked for completeness. Then the kit should be sealed with a breakable type seal. Sealed kits must have correct contents verified prior to sealing. The driver must report if any of the required contents are missing Or used or if the seal has been broken. The driver must follow up on replacement of required contents.

Required Contents for First Aid Kit:

- 2- 1”x 2 ½” yards adhesive tape rolls
- 24- Sterile gauze pads 3”x 3”
- 100- 3/4” x 3” adhesive bandages
- 8- 2” bandage compresses
- 10- 3” bandage compresses
- 2- 2’x 6” sterile gauze roller bandages
- 2- Non sterile triangular bandages approximately 39” x 35” x 54” with 2 safety pins
- 3- Sterile gauze pads 36” x 36”
- 3- Sterile eye pads
- 1- Rounded end scissors
- 1- pair medical examination gloves
- 1- Mouth to mouth airway

Required Contents for Body Fluid Kit:

- 1- pair medical examination gloves
- Absorbent
- 1- Scoop
- 1- Scraper or hand broom
- Disinfectant
- 2- plastic bags

Accident Kit

Ensure that the appropriate documentation for the vehicle is onboard and that you have an accident kit

available in case of an incident that may happen.

Seat Belt Cutter

An approved seat belt cutter should be mounted in the driver compartment within reach of the driver. Drivers should familiarize themselves with its location in the event it is needed.

Driver's Compartment

- Seat and belts
- Windows and Mirrors
- Control panel and switches
- Steering wheel and gauges
- Brake systems
- Transmission selector

Check driver's seat - Adjust the seat so that your path of vision directly ahead and to either side is clear. You should be able to grip the steering wheel and operate controls comfortably and easily. Your feet should also operate floor controls comfortably and easily. Driver's seat should be securely fastened to the floor and should not wobble or twist. The driver's seat belt should operate properly.

Windows and Mirrors

Check windows - Check the windshield and side windows in the driver's compartment for obstructions and cleanliness. The inside of these windows often build up a thin film of oil and grease that can result in glare. Clean if necessary.

Check for cracked or pitted glass. Report for repair or replacement. Check that seals on insulated windows are not broken, causing windows to fog and accumulate moisture between panes of glass.

Mirrors

Check mirrors - Check all mirrors to make sure that they are not broken, are clean and adjusted so that all areas around the bus are visible from the driver's seat from normal driving position. The interior rear-view mirror should provide a good view of passengers and the area directly behind the bus.

The right and left side mirrors should provide a lens view for a distance of 200 feet along the side of the bus. Convex rear-view mirrors should provide a clear view from the forward body area past the rear of the bus.

The left and/or right front fender mounted crossover (convex) mirror(s) should provide a complete view of the blind area directly in front of the bus. Buses manufactured after September 1987, are required to have a mirror system that will provide a clear, unobstructed view by the seated driver of the area directly in front of the bus and the area immediately adjacent at the left and right front wheel at the service door.

It is recommended that older buses be updated to meet the newest mirror requirements. Refer to FMVSS 111 for updates to federal requirement affecting mirror use, adjustment, and configuration.

Starting the Engine

Before starting the engine, make sure the parking break is applied and the transmission is in neutral. Check visual and audible warning devices including hydraulic brake system.

If your vehicle uses special equipment; i.e., ether start, fuel heaters etc., consult a bus technician for starting procedures. Make sure all electrical accessories such as heaters, fans, etc. are turned off before starting engine.

Turn the ignition key to engage the starter releasing the key the instant the engine starts. If it fails to start, do not keep the starter engaged for more than 15 seconds, as it may damage internal parts. Wait approximately 30 seconds between starting attempts.

When the engine is cold, do not idle engine over 1000 RPM's or maximums recommended by the manufacturer. Listen for unusual noises. Check oil pressure to ensure that sufficient levels are obtained, if no pressure, immediately turn engine off.

Gauges

- Oil pressure
- Water temperature
- AMP Meter
- Volt Meter
- Air Pressure
- Fuel

Check gauges. Gauges indicate the condition of important engine function.

Oil Pressure - The oil pressure gauge should indicate oil pressure that is within the predetermined range established for your bus. Oil pressure should begin to register within seconds after starting the engine. If pressure is not registering SHUT ENGINE OFF

IMMEDIATELY. Low or no oil can cause severe damage to the engine.

Temperature - The temperature gauge indicates the temperature of the engine coolant. After first starting the engine, the temperature gauge should read "cool" and move slowly to mid-dial as the engine warms. If the gauge reads "hot" or the temperature warning light comes on, shut off the engine immediately and report the problem.

Ammeter – The ammeter gauge shows whether the electrical system is charging properly. The gauge should be in the normal range. When a continuous discharge is indicated, the charging system is malfunctioning. Report it for repair. The ammeter may show a slight discharge if the engine is idling and many electrical accessories are on. Increase the RPM to 1000, and check to see the gauge comes back to proper level. .

Voltmeter - The voltmeter gauge indicates the condition of the battery. The gauge should be in the normal range. Normal range is usually 13 - 15, depending on year and model of bus. Newer gauges have green zone for this range. If your gauge reads above or below normal readings, immediately bring it to the attention of your technician.

Air pressure - The air gauge(s) is equipped with visible and audible warning devices which give continuous warning to the driver when air pressure in the system available for braking is 60 pounds per square inch (psi) or less. The normal operating range for air pressure is 90 to 120 psi. Do not operate the bus when air pressure remains below 100 psi. A complete brake check is explained further in the program.

Vacuum - School buses equipped with hydraulic brakes and a vacuum assist booster will be equipped with vacuum gauge(s) and a low vacuum warning light. Checking it gives a continuous warning to when vacuum in the system available for braking is 8 inches of mercury or less.

Fuel - The fuel gauge should be operable and indicate adequate fuel for the day's trip. It is a good practice to keep the tank full or never less than ½ full, as this will reduce the quantity of moisture build-up and sediment build-up within the tank.

Wheel and Horns

Depress the horn button to ensure the horn is operable and loud enough to be heard. Check the steering wheel for slack of not more than two inches on a standard twenty-inch wheel. This check is done with the engine running.

Control Panel

The control panel has a multitude of switches controlling many components of the vehicle.

Wipers and Washers

Check that the windshield wipers and washers work. In order to avoid scratching the windshield, the washer should be tested first, so that the wipers do not move against a dry windshield. At the same time from the driver's view ensure that the blades are in good condition.

Heaters / Defrosters/ Fans

Check that the heater, defroster and auxiliary fans work. All heater and defrosters and fans have two speeds and both must work. Never store rags, paper, facial tissue, etc. near the heater compartment. Check that all defroster fans and heater pumps work. Also check the floor heater lines for leaks.

Miscellaneous

Other miscellaneous switches should be checked for proper operation; if they indicate use then they should work. i.e. insta chains, sanders, ventilation.

Brake Systems

Check Brakes - Surface of all brake pedals shall be covered with rubber pads or a non-skid surface securely fastened.

Air Brake System

- Check warning systems
- Check spring brake lock-on
- Check building rate
- Check for Leaks
- Do applied check
- Check governor cut out switch
- Check spring brake hold

All air systems must be checked at the gauge.
Test Low Pressure Warning Signal

First, chock the wheels and release the brakes. Shut the engine off when you have enough air pressure so that the low-pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure-warning signal must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems). If the warning signal doesn't work, you could lose air pressure and you would not know it. This could cause sudden emergency braking in the single circuit air system. In dual systems the stopping distance will be increased.

Hand Out

Only limited braking can be done before the spring brakes come on.

Check that the Spring Brakes come on automatically.

Chock the wheels, release the parking brakes when you have enough air pressure to do it, shut the engine off. Step on and off the brake pedal to reduce the air pressure. The “parking brake” knob should pop out when air pressure falls to the manufacturer’s specification (usually in the range between 20-25 psi). This causes the spring brakes to come on.

Check rate of air pressure buildup.

When the engine is at operating RPM, the pressure should build from 85 to 100 psi within 45 seconds in a dual air system. (If the vehicle has larger than minimum air tanks, the buildup can be longer and still be safe. Check the manufacturer’s specifications.) In single air systems (pre-1975), typical requirements are pressure build up from 50 to 90 psi within 3 minutes with the engine at an idle speed of 600-900 RPM. If air pressure does not build up fast enough, your pressure may drop to low during driving, requiring an emergency stop. Don’t drive until you get the problem fixed.

Test air leakage rate

1. Engine off, all brakes off. With a fully-charged air system (typically 125 psi) and wheels chocked, turn off the engine, release all brakes, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles and less than 3 psi in one minute for combination vehicles.
2. Engine off, service brakes applied. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, the loss rate should be less than 3 psi in one minute for single vehicles and less than 4 psi in one minute for combination vehicle. Otherwise, you could lose your brakes while driving.

Check air compressor governor cut-in and cut-out pressures.

Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. (Check manufacturer’s specifications.) Run the engine at fast idle. The air governor should cutout the air compressor at about the manufacturer’s specified pressure. The air pressure shown by the gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air pressure. The compressor should cut in at the manufacturer’s specified cut-in pressure. The pressure should begin to rise. (Air compressor cut-in on buses built after March, 1997 is 85 psi.) If the air governor

does not work as described above, it may need to be fixed. A governor that does not work properly may not keep enough air pressure for safe driving.

Test Parking Brake.

Stop the vehicle, put the parking brake on, and gently pull against it in low gear to test that the parking brake will hold.

Test Service Brakes.

Wait for normal air pressure, release the parking brake, move the vehicle forward slowly (about 5 mph), and apply the brakes firmly using the brake pedal. Note any vehicle "pulling" to one side, unusual feel, or delayed stopping action. These tests may identify problems which you otherwise wouldn't know until you needed the brakes on the road.

Hydraulic Brakes - Check for hydraulic leaks, pumping the brakes at least three times should pressurize the brake lines. Hold the brake pedal for at least 5 seconds and watch for brake fade at the pedal.

Parking Brake (all vehicles) - Apply the parking brake. Put in second lowest gear and gently accelerate it to see if the parking brake will hold the vehicle. If the bus moves during this test, the bus must not be operated until repaired.

Service Brake (all vehicles) – On air and vacuum brakes wait until gauge shows normal pressure. Release the parking brake and move the vehicle forward or reverse slowly (about 5 mph). Apply the brakes firmly using the brake pedal. Take note if vehicle "pulls" to one side, has an unusual feel, or delayed stopping action. Any problem detected with the brakes should be reported immediately. The bus must not be operated until repaired.

Clutch and Shifter

Check the shifting on both automatic and manual transmissions to ensure that the vehicle goes into each gear properly with no problems. When you check the reverse gear also ensure that the back-up alarm system is activated. Make sure the T-bar shift lever on automatics is not loose. On manual transmissions ensure that the clutch pedal is properly adjusted. If the pedal travels more than halfway to the floor in order to shift, have a technician look at it.

Check operation of all control panel switches - Some vehicles will show discharge on ammeter when at an idle, if all electrical equipment is working at the same time. It may be necessary to increase idle speed during

pre-trip.

Light Systems Check

- Head lights
- Hazards
- Clearance
- 8 way system
- Interior system
- Step well
- Brakes and Backup
- Monitors and Indicators
- Directional
- Optional

. Check that the amber 8-way lights work. Leave on during interior check. Check that indicator light on panel is working properly. Check that the clearance lights work. Leave on until pre-trip is completed.. Check that the dome and step-well lights work. Leave on during interior check. Check that the left turn signal works. Leave on during interior check. Check that the head lights for high and low beam. Leave on until pre-trip is completed.

Check amber 8-way lights and left turn signal -

Check front amber 8-way lights and left turn signal by looking out the front window.

Check rear amber 8-way lights and left turn signal by opening the back emergency exit. This also checks the operation of the emergency door from the inside.

Use the buddy or other district approved system for brake and back-up lamps check. For rear engine transit buses, check your district procedures for checking the rear amber 8-way lights.

Optional Lights

Districts may vary in optional lights; one example might be a strobe light. Again, if it indicates use, it should work as applicable.

Passenger Compartment

- Seat securement and condition
- Check Floor Runner
- Emergency Exits
- Heater Hose lines
- House Keeping

Check passenger seats and floors - Examine seats for securement to floor. Check that seat cushions are secure. Check for condition of upholstery. Check that floor runner and metal molding is secure. Check that

wheel well cover is intact. Sweep floor daily to ensure that the bus is free of trash.

Check emergency exits - Be sure emergency exits (door(s), hatches, and window(s) are unlocked and operable before picking up students. The rubber seal around door should be in good condition to prevent possible entrance of carbon monoxide fumes. Check that exit(s) warning buzzer(s) and door holders work properly. Check for operational instructions.

Check heater hose lines for leaks along the conduit.

House Keeping

Cleaning the bus should be done after each trip. This is extremely important not only to the students to have a clean environment, but in keeping with a good public image.

Outside Walk-Around - Doing a final walk around continues the light check. Checking left and right clearance, front and rear clusters, any side indicators, your 8 way red and stop arm, headlights on low beam. Again, In checking the brake and backup lights one may need the assistance of a fellow driver, this is called the “buddy system”.

Preparing To Drive

This completes the pre-trip inspection. The required pre-trip documentation must be completed. Drivers must fill out appropriate paperwork before vehicle is placed in service each day.

The pre-trip inspections can be the single most important function of the school bus driver’s day. The pre-trip helps ensure the safety of the students.

Reminder: defects cannot be repaired if they are not reported.

Post Trip:

Post Trip: A passenger check should be performed, beyond that a post trip may vary (see district /contractor requirement). A post trip can be beneficial to the driver, technician and students. A post trip could catch something that could pull that bus from service. This could add to the stress on the next run, require use of a spare bus, and create time issues. Technicians could benefit from a post trip. Repairs could be made, possibly not impacting next day’s work load. Students familiar with their regular bus, bus number, and type could benefit from a post trip. Spare buses have different numbers and may not look the same as their regular bus. This can cause confusion and concern not just for students, but also parents and school officials.

Pre-Trip Inspection

Prior to operation, the driver shall inspect his vehicle to ascertain that it is in safe condition, that it is free of litter, that it is equipped as required by all provisions of law, and that all equipment is in good working order. The inspection shall include but is not limited to:

Approaching the School Bus

- Vehicle location - movement/leaning
- Fluid leaks underneath engine/bus
- Overall physical appearance

All Gauges, Indicators, Warning Devices and Horns

- Gauges (Additional gauges may be required.)
 - Oil - Check for normal reading
 - Ammeter and/or voltmeter - Proper charging
 - Air
 - Vacuum
 - Temperature
 - Fuel
- Indicator Lights
 - Turn signal
 - Four-way flashers
 - Amber and red crossover (loading) lamps
 - High beams
- Warning Devices (Additional warning devices may be required)
 - Emergency exits - Audible and visible
 - Low oil - Audible and visible
 - Low air or vacuum - audible and visible
 - Low coolant - audible and visible (if equipped)

NOTE: Prior to training, determine the proper operating range for all gauges on each training vehicle. Explain to the trainee the purpose and operating range of each gauge, indicator light, and warning device and their importance to the safe operation of the vehicle.

- Horns
 - Electric
 - Air, if equipped

Driver's Seat and Seat Belt

- Driver's seat - Check for proper securement and adjustment to ensure a correct driver posture. The trainee must be taught proper positioning.
- Seat belt - Check for proper adjustment. Determine type, self-adjusting or non-self-adjusting, and instruct the trainee on proper operations.

All Doors - Door Emergency Releases - and Windows

- Entrance door - Check for proper operation.
- Emergency doors, windows, buzzers, and door holder - Check for ease, proper operation, and required lettering.

NOTE: All emergency exits should operate in such a manner that they can be opened by pupils transported in the event of an emergency.

All Seats - Handrails - and Modesty Panels

- Passenger seats - Check seat backs and frames for securement. Check seat cushions

for securement.

- Handrails - Check for securement and drawstring hazard (recall).
- Modesty panels - Check for securement

Interior and Exterior Lighting System

- Dome and step lights - Check illumination and condition of lenses. Dome lights are required to provide sufficient lighting when passengers are boarding or exiting the bus during hours of darkness and when otherwise deemed necessary. Dash and map lights - Check operation. These lights are vital when operating a bus during hours of darkness and when otherwise deemed necessary. Exterior door light must be operable.
- Headlights - High and low beams must be working properly
- Brake lights - They should be brighter than taillights
- Taillights - Check for adequate illumination or brightness
- Backup lights - They should illuminate an area to the rear of the bus when backing
- Turn signals - They indicate the direction the vehicle is preparing to turn
- Four-way hazard lights - Hazard lights should be used when the vehicle is disabled on the highway. They also may be used during a backing movement
- Clearance/Identification lights - These lights define the height and width of the vehicle at night
- Alternate flashing amber and red light system- check lights for proper positioning, hoods or visors must not obscure lighting system

All Heating, Cooling, and Ventilating Systems

- Heaters and defrosters - Check fan operation on all speeds and check the airflow at all speeds
- Cooling and ventilating systems - Check the operation on all speeds and check the airflow at all speeds
- Noise Suppression Switch – check the operation of, On/off type function.

All Glass and Mirrors - Including Adjustment of Mirrors

- All glass - Check all glass to ensure it is clean, not cracked, broken, or obscures vision
- Mirrors - Check all mirrors. Ensure that they are clean, free of cracks, tightly secured to the vehicle, and adjusted in a manner that allows the driver the greatest visibility possible

NOTE: Trainees must be taught what proper mirror adjustment is. It is important that they know what they can and cannot see when the mirrors are properly adjusted.

Windshield Wipers and Washers

- Windshield wipers - Check operation on all speeds. Check wiper blades for splitting or cracking. Also, check that the wiper arms are secure

- Washer - Check fluid level and ensure that it is operational

All Required Emergency Equipment

- First-aid kit

Every school bus shall carry a readily visible, accessible, and plainly marked first aid kit

The kit shall be constructed to prevent dust and moisture from reaching the contents. It shall be properly maintained. The kit shall be removable from its place of securement and shall have a breakable type seal

- The required contents of a school bus first-aid kit and the required number of units are:
 - 2- 1"x 2 ½" yards adhesive tape rolls
 - 24- Sterile gauze pads 3"x 3"
 - 100- 3/4" x 3" adhesive bandages
 - 8- 2" bandage compresses
 - 10- 3" bandage compresses
 - 2- 2'x 6" sterile gauze roller bandages
 - 2- Non sterile triangular bandages approximately 39" x 35" x 54" with 2 safety pins
 - 3- Sterile gauze pads 36" x 36"
 - 3- Sterile eye pads
 - Rounded end scissors
 - pair medical examination gloves
 - Mouth to mouth airway

Emergency Packet for Minor First Aid – optional

Medical examination gloves, bandages, absorbent, and paper bags

- Body Fluid kit

Every school bus shall carry a readily visible, accessible, and plainly marked body fluid kit

The kit shall be constructed to prevent dust and moisture from reaching the contents. It shall be properly maintained. The kit shall be removable from its place of securement and shall have a breakable type seal

- The required contents of a school bus body fluid kit and the required number of units are:
 - 1 pair medical examination gloves
 - Absorbent
 - 1 Scoop
 - 1 Scraper or hand broom
 - Disinfectant
 - 2 plastic bags
- Fire extinguisher

Gauge - For indicating proper charge

Pin (if equipped) and breakable type seal - To guard against accidental discharge but which will not interfere with its use

Bracket - For securing the extinguisher

Inspection tag - Dated within last 12 months and initialed monthly

Location – Driver’s compartment and readily accessible to driver and passengers

Appropriate signing if extinguisher is not visible

Proper size and type - A total rating of 2A10BC or greater. UL-approved pressurized, dry chemical fire extinguisher complete with hose

- Reflectors - Three reflectors in good working order

All Tires - Wheels - and Lug Nuts

- Front Tires - Check for proper tread depth (4/32 inch minimum); check the sidewalls for cracks and bulges; and ensure that the valve stems do not touch the brake drums
- Rear Tires - Check for proper tread depth (2/32 inch minimum); check the sidewalls for cuts and bulges; and ensure that the valve stems do not touch the brake drums
- Wheels - Check for cracks and welds
- Lug nuts - Check for missing lug nuts and looseness
- Grease or oil seals - check for leaks

NOTE: Check with your mechanic to determine the direction the lug nuts are to be tightened on each vehicle.

Engine Compartment and Fluid Levels

- Belts - Check all belts for overall condition; and check for wear, cracks, and adjustment
- Hoses - Check the overall condition of the hoses; and check for wear, cracks, leaks, and swelling
- Fuel cap - Ensure that the cap is properly secured
- Oil - Check for proper level of oil
- Coolant - Check for proper level of coolant and proper color
- Power steering - Check for proper level of fluid

NOTE: Show the trainee what the proper fluid levels are. Also, explain how many quarts of oil are required between the add and full marks on the dipstick.

Certificates

- Vehicle inspection certificate in lower right-hand windshield - Ensure that the most recent inspection is dated within the last 12 months
- Vehicle registration

- Proof of insurance

NOTE: Make sure the trainee knows where the registration, proof of insurance, accident kit, and seat belt cutter are located.

Accident Kit

Ensure that the appropriate documentation for the vehicle is onboard and that you have an accident kit available in case of an incident that may happen.

Seat Belt Cutter

An approved seat belt cutter should be mounted in the driver compartment within reach of the driver in the belted position. Drivers should familiarize themselves with its location in the event it is needed.

Vehicle Exterior

- Body damage - Make note of any body damage prior to operation
- Signs and markings - Ensure that all signs and markings are complete and legible

Special Equipment

The above vehicle inspection is designed to cover all equipment. However, some vehicles are equipped with special equipment to meet the needs of specific passengers. Therefore, any special equipment your vehicle may have must be included in the above inspection.

BRAKE SYSTEM TRAINING

Hydraulic Brake Systems With Vacuum Booster

- Start engine and build vacuum to maximum; shut engine off. Check vacuum loss for one minute. (No more than a 3-inch drop is allowed.) Tap gauge occasionally to unstick (STATIC TEST).
- Apply service brake all the way down and hold. Check vacuum loss for one minute. (No more than a 3-inch drop is allowed.) Tap gauge occasionally to unstick (APPLIED TEST).
- Turn on ignition (DON'T START ENGINE) and apply service brake to reduce vacuum. Note the point where the low-vacuum warning devices actuate. (MINIMUM OF 8 INCHES MERCURY IS ALLOWED)
- Continue to reduce vacuum to zero and hold service brake pedal all the way down and restart the engine. As soon as the engine is running, the service brake pedal should drop down just a little. This indicates that the vacuum booster is working. Should the vacuum booster fail, the primary backup system will be the hydraulic side of the brakes; however, should you have a complete hydraulic failure, the primary backup system will be the parking brake.

Perform the Parking Brake Test

- Place shift selector in one gear higher than the normal starting gear
- Rev engine slightly

- On standard transmission buses release clutch slowly to apply load to engine. To prevent unnecessary damage to the clutch and parking brake, do not kill the engine. The primary goal of this test is to make sure that the parking brake holds.
- On automatic transmission buses with foot off the brake slowly increase RPM. The primary goal of this test is to make sure that the parking brake holds.

BE FAMILIAR WITH THE EQUIPMENT FOR WHICH YOU ARE RESPONSIBLE

All Other Hydraulic Brake Systems With Power Brake Boosters

Because of the variety and design of hydraulic power brake systems and the operation of the warning devices, etc., the fleet operation should use the original equipment manufacturer's (O.E.M.) brake inspection information as a guide in developing an effective brake inspection procedure for a particular vehicle. The O.E.M. information can be found in the vehicle owner's manual or can be obtained from the chassis manufacturer.

Air Brake Systems

Drivers should be trained how to inspect air brake systems. The following items should be checked:

- Belts - Check the condition and tightness of the air compressor belt, if it is belt driven. It should be in good condition and adjusted properly. If not, replace the belt or have it properly adjusted.
- Slack Adjusters - On school buses equipped with S-Cam brakes, park on level ground and chock the wheels to prevent the vehicle from moving. Deactivate the parking brakes so you will be able to move the slack adjusters. Wear gloves to protect your hands and pull hard on each slack adjuster you can reach. If a slack adjuster moves more than one inch at the point where the push rod attaches to it, adjust it or have it adjusted.
- Brake Drums, Discs, Linings, and Hoses - Linings must not be loose or soaked with oil or grease or thinner than 2/32 inch. Check air hoses connected to the brake chambers to make sure they are not cut or worn due to rubbing.
- Test Low Pressure Warning Signal - When you have enough air pressure (more than 70 lbs.), shut off the engine. Turn on the electrical power and step on and off the brake pedal to reduce air tank pressure. The low air pressure warning signal must come on before the pressure drops to less than 60 psi in the air tank. In a dual air system, this will be the tank with the lowest air pressure. If the warning signal does not work, have the system repaired.
- Automatically Actuated Spring Brake Test - Following the test for low pressure warning signal, continue to pump down brake air pressure by stepping on and off the brake pedal. The parking brake knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 20 and 40 psi).
- Air Compressor and Air Pressure Buildup - With the engine at operating rpm, the pressure should build from 85 psi to 100 psi within 45 seconds in a dual air system. However, the buildup time can be longer and still be safe.
- Check the manufacturer's specifications.
- Air Pressure Governor Cut-In and Cut-Out - Air compressor pumping should start at about 95-100 psi and should stop at about 120-125 psi.
- Service Brake Test - After your vehicle has reached normal air pressure, release the parking brake. Move the vehicle forward slowly (about 5 mph) and put on the brakes

using the brake pedal. Note if the vehicle Apulls≅ to one side, has an unusual feel, or has a delayed stopping action.

UNDERCARRIAGE TRAINING

An undercarriage training program is designed to help the driver learn to identify basic parts of the vehicle and become familiar with their location and their function in order to achieve a safe and efficient operation.

This program will also help the prospective driver begin to learn to identify basic problems if they should occur.

This material will also help drivers better understand certain aspects of behind-the-wheel training. It is suggested that an instructor/mechanic team make this presentation. Items needed for this presentation include:

- A bus (clean if possible)
- A clean shop area
- A hoist or air jacks to raise the bus, or a ground pit.
- Sufficient lighting

The following is a general list of items to be discussed:

- Cooling system, radiator, and shutter operation (if applicable)
- Location of batteries and main electrical shutoff (if applicable)
- Location of air intake to engine
- Location of air cleaner restriction indicator
- Location of fuel tanks, fuel filters, and so forth
- Location of engine oil fill tube and dipstick. Explain proper fill level
- Location and operation of the steering assembly
- Location and operation of brake system components
- Location and type of engine
- Location of engine accessories (belt or gear driven)
- Location of all belts
- Location of clutch assembly
- Location of transmission
- Location of U-joints, driveline, and driveline guards
- Location of differential
- Location of rear suspension

Adapt the above guidelines to the type of equipment being used. Adjust the order, if

necessary, and add items to the list, as needed.

Pre-trip Inspection or Vehicle Condition Reports are included as part of this training manual and can be found at the end of the manual.

SECTION BTW1: BEHIND-THE-WHEEL TRAINING

INTRODUCTION AND GENERAL INFORMATION

DRIVER PERFORMANCE REVIEW

The driver should successfully demonstrate competence in vehicle and brake inspection prior to the completion of Skills Level Two. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
VEHICLE INSPECTION Interior										
VEHICLE INSPECTION Exterior										
BRAKE INSPECTION										

SECTION BTW-2: BEHIND THE WHEEL TRAINING
BASIC VEHICLE FAMILIARIZATION AND MOVEMENT
SKILLS LEVEL ONE

Notes and Comments	<p>PURPOSE</p> <p>To present the knowledge and basic operational skills necessary for initial movement of the vehicle.</p> <p>OBJECTIVES</p> <ul style="list-style-type: none"> • Develop the trainee's understanding of appropriate terminology. • Identify applicable training vehicles and training sites. • Identify the proper position of the driver in the vehicle. • Develop basic training in the use of mirrors. • Develop skills for the correct use of the brakes. • Develop skills in the correct movement of the vehicle. <p>Note To The Instructor</p> <p>Most trainees, as they begin this skills level, still fear the vehicle and its size. They are concerned about what will take place and their performance. Discuss these concerns with each trainee and point out the importance of listening and having an open mind. Use the correct terms and be concise. It is also important to be positive, patient, and calm. This is a confidence- building lesson for the driver.</p> <p>VEHICLE FAMILIARIZATION AND MOVEMENT</p> <p>Glossary of Terms</p> <p>Clutch Brake - A friction device in the clutch assembly which stops the engine gears in the transmission from turning when the clutch pedal is depressed to the floorboard.</p> <p>Dead Throttle Starting - Moving the vehicle from a stopped position using no throttle application.</p> <p>Engine Gears - The gears in the transmission controlled by the engine when the clutch is engaged.</p> <p>Gear Clashing - When gears in the transmission are not properly aligned, rotating at different speeds and contacting one another.</p> <p>Minimum Throttle Starting - Moving the vehicle from a stopped position using minimum throttle application.</p> <p>Power Train - The engine, clutch, transmission, drive line, differential, and drive wheels.</p> <p>Riding the Clutch - Placing and leaving your left foot on the clutch pedal. <u>This could shorten the life of the clutch release bearing, and may result in slipping the clutch.</u></p>
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Shift Lever - Gear shifting device located in the driver's compartment.

Shift Patterns - A diagram showing the location of the gears.

Slipping The Clutch - When the clutch is only partially engaged and not allowing total power to transfer from the engine to the transmission.

Wheel Gears - The gears in the transmission controlled by the drive wheels.

VEHICLE SELECTION

The selection of a vehicle is an essential part of behind-the-wheel training. The options in this selection process will vary from fleet to fleet.

For Skills Level One, we suggest you consider the following:

- A vehicle comparable in size to what will be driven when transporting passengers.
- A vehicle with the emergency stopping system controls within easy reach of the instructor.
- A vehicle that is in proper working order and all equipment is in proper adjustment.
- A vehicle with an automatic transmission may be more suitable (if available).

There is no shifting required in this skills level; however, either an automatic or a standard transmission can be used at this level.

SITE SELECTION

The selection of a training site for Skills Level One will be different from other skills levels because of the type of training being given. The training site for this skills level could be your transportation facility. Most of the training is done with the vehicle sitting still and the engine shut off. Because little movement is required of the vehicle, driving a distance to a training site is not necessary.

POSITIONING OF DRIVER

The proper position in the driver's seat is important for safe operation, and it helps reduce driver fatigue.

It is the instructor's responsibility to know all the adjustments on a driver's seat and to ensure that all those adjustments are working properly.

The following procedure was developed for positioning a driver of average height and weight.

Have trainee sit in the driver's seat.

- Have trainee place both hands on the steering wheel in a position which will allow complete control of the steering wheel. The hand positions most often used are the 10 and 2 or 9 and 3. A slight bend in the elbows is correct in order for the arms to be relaxed and to give the driver optimum control of the vehicle. The driver's seat may need to be adjusted closer to the controls when the arms are stretched. If the bend in the elbows is extreme, the seat may need to be adjusted back.
- Have the trainee place the left foot on the clutch pedal and depress it. Then have the trainee place the right foot on the service brake pedal and depress it. If the leg must

be stretched to accomplish this, the driver's seat may be too high and may need to be lowered, or most commonly, the seat may be too far back and should be adjusted forward. Proper seat adjustment will improve the driver's control of the vehicle.

- When the above adjustments have been made, check for proper back support. The trainee's back should be firmly against the back of the seat to provide support, reduce fatigue, and ensure control of the vehicle. If back support is lacking, adjust the driver's seat until support is obtained.
- Have the trainee put on the seat belt. Explain the two types of seat-belt systems: Passive-Restraint Seat Belt - Requires the driver to fasten the seat belt without further driver adjustment for proper securement. Active-Restraint Seat Belt - Requires the driver to fasten the seat belt and continue to adjust for proper securement.

USE OF MIRRORS

Understanding correct mirror use is extremely important in the safe operation of the vehicle. Proper mirror use will enable the driver to understand the value of the lesson in the following areas:

- Being able to see children and/or adults around the vehicle.
- Being able to see vehicles and objects around the vehicle.
- Eliminating blind spots around the vehicle.

Mirrors that are required by law on school buses in Idaho are listed below:

- The interior mirror shall have rounded corners and protected edges. All Type A buses shall have a minimum of 6" x 16" mirror and Types B, C, and D buses shall have a minimum of a 6" x 30" mirror.
- Each school bus shall be equipped with exterior mirrors meeting the requirements of FMVSS 111. This standard specifies requirements for the performance and location of inside and outside rearview mirrors. Its purpose is to ensure that the driver has a clear and reasonably unobstructed view of areas around the vehicle.

FMVSS 111 requires that school buses be equipped with two (2) outside rearview mirror systems: System A and System B.

The System A and B configuration of mirrors shall be located with stable supports so that the portion of the system on the bus's left side, and the portion of its right side, each can be tested in accordance with the testing procedures as described in FMVSS 111 - S13 and shall meet the requirements of S9.1 through S9.4 of that standard.

The testing procedure found in FMVSS 111 requires the placement of traffic cones or cylinders at specific locations surrounding the bus. A diagram of those placements can be found in the standard and are also available from a variety of other sources. A copy of instructions can be found in the Operation Section of this curriculum manual.

- Mirrors shall be easily adjustable, but shall be rigidly braced so as to reduce vibration.

Before discussing the basics of field of vision and proper adjustment of mirrors, the instructor should check to see if all mirrors are mounted on the vehicle correctly. The following procedure is suggested:

The Crossview Mirror - The instructor stands at the front corner of the vehicle opposite the crossview mirror and views across the front of the bus. The entire mirror should be exposed. If part of the mirror is hidden by the vehicle body, it is restricting the driver's field of vision and should be readjusted.

All Other Mirrors - The instructor stands at each rear corner of the vehicle and views up each side of the bus. All right-side and left-side mirrors should be completely visible. If any part of a mirror is hidden by the vehicle body, the mirror should be readjusted so the driver will have full vision from the mirrors.

Driver Vision and Mirror Adjustment

Have the trainee sit in the driver's seat with the seat properly adjusted and view all mirrors. Adjust the mirrors one at a time as follows:

Inside Flat Mirror - The mirror should be adjusted so the driver can view the top of the rear window in the top of the mirror. This basic adjustment should provide the driver with a view of all the passengers in the vehicle, including the upper portion passengers seated directly behind the driver.

Point out the angular vision through the left-side and side passenger windows. Be sure to discuss the hazardous areas that exist below window level.

Crossview Mirror - This mirror should be adjusted so the entire area in front of the vehicle can be viewed as well as the front bumper.

Left Flat Outside Mirror and Additional Convex Mirror - The proper adjustment for the left flat outside mirror can be made using the following criteria:

- The driver must be able to see 200 feet to the rear of the bus.
- One inch of the flat mirror closest to the vehicle body should be viewing the left side of the bus.
- The driver should be able to see the left rear tires touching the ground.

Using the flat mirror in conjunction with the convex mirror, the entire area to the rear of the mirror on the left side of the vehicle should be in clear view.

Right Flat Outside Mirror and Additional Convex Mirror - The proper adjustment for the right flat outside mirror can be made using the following criteria:

- The driver must be able to see 200 feet to the rear of the bus.
- Approximately one inch of the flat mirror closest to the vehicle body should be viewing the right side of the bus.
- The driver should be able to see the right rear tires touching the ground.
- Using the flat mirror in conjunction with the convex, the entire area to the rear of the mirror on the right side of the vehicle should be in clear view.

More in-depth mirror training will be given in Skills Level Two.

HOW TO FIND AND SHOW THE DRIVERS THE DANGER ZONE AROUND THE SCHOOL BUS

You get in your school bus this morning and do your vehicle safety inspection and find all is safe. Or is it?

What about your mirrors? Can you see everything within the danger zone around the bus? Better sit in the seat again and look because 20 to 1 you're missing a spot.

How big is that danger zone?

Park your bus in an open area.

Have the shortest driver sit in the driver's seat and adjust it to fit that driver.

Have that driver look left by turning his/her head. Looking down and using the bottom driver's window as your reference point, slowly move a 18" high traffic cone from the body of the bus outward until the driver can see the base of the cone above the reference point.

Then, using the left front corner of your hood as a reference point, move a new cone out from the left front bumper.

Use the center of your hood for the reference point for the next cone, and the right front corner of your hood as a reference point to move a cone out, next use the first right window bottom for reference point and move a cone out from body.

You must show the drivers the blind area that the rearview mirrors and front roof support between the windshield and door and driver window, plus how much blind area the door creates.

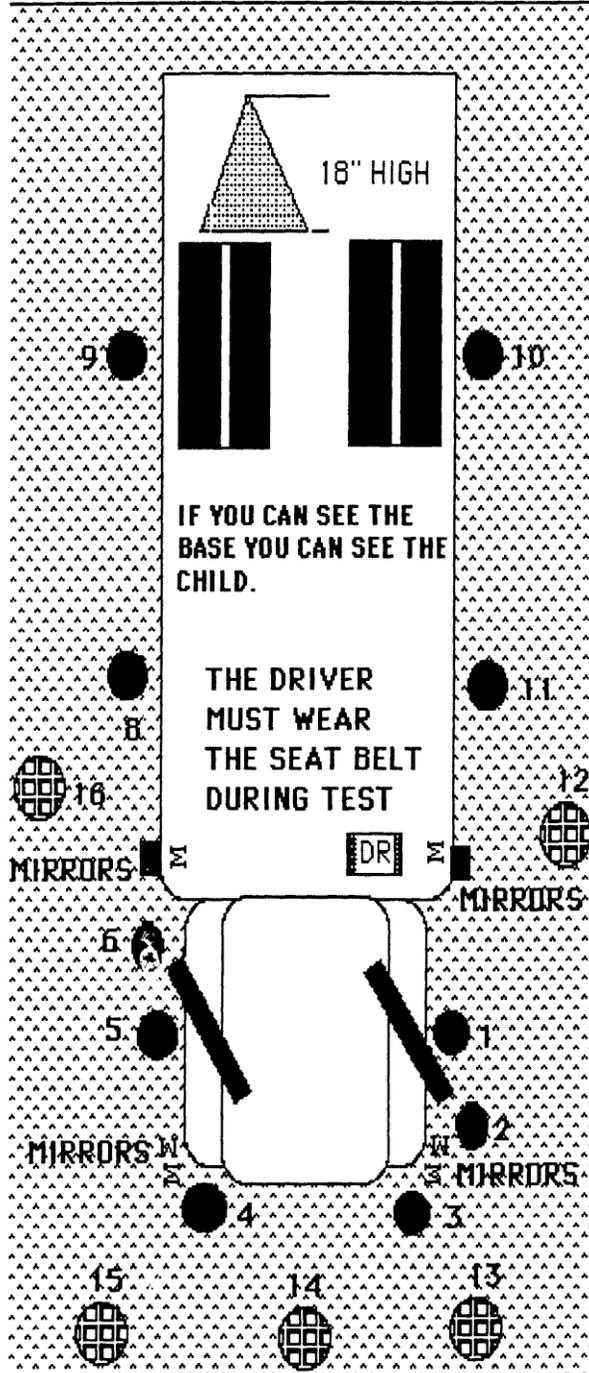
Next, place one cone by the right rear bumper and one by the rear axle and one between the rearview mirror and rear axle, then one (turn wheel hard left) cone in behind the right front tire, do the same to the left side, put one cone in front of the left front tire.

Then place one cone at each front corner of the bus next to the bumper. Now you can see where and how big the blind area is around the school bus.

Now adjust the mirrors to see all the cones. If you cannot see them all with the mirrors you're using, the bus should not be used until you install extra mirrors, or remount present mirror brackets to see all the cones.

By using the shortest driver for this set up, the tallest driver will be able to see within that danger zone.

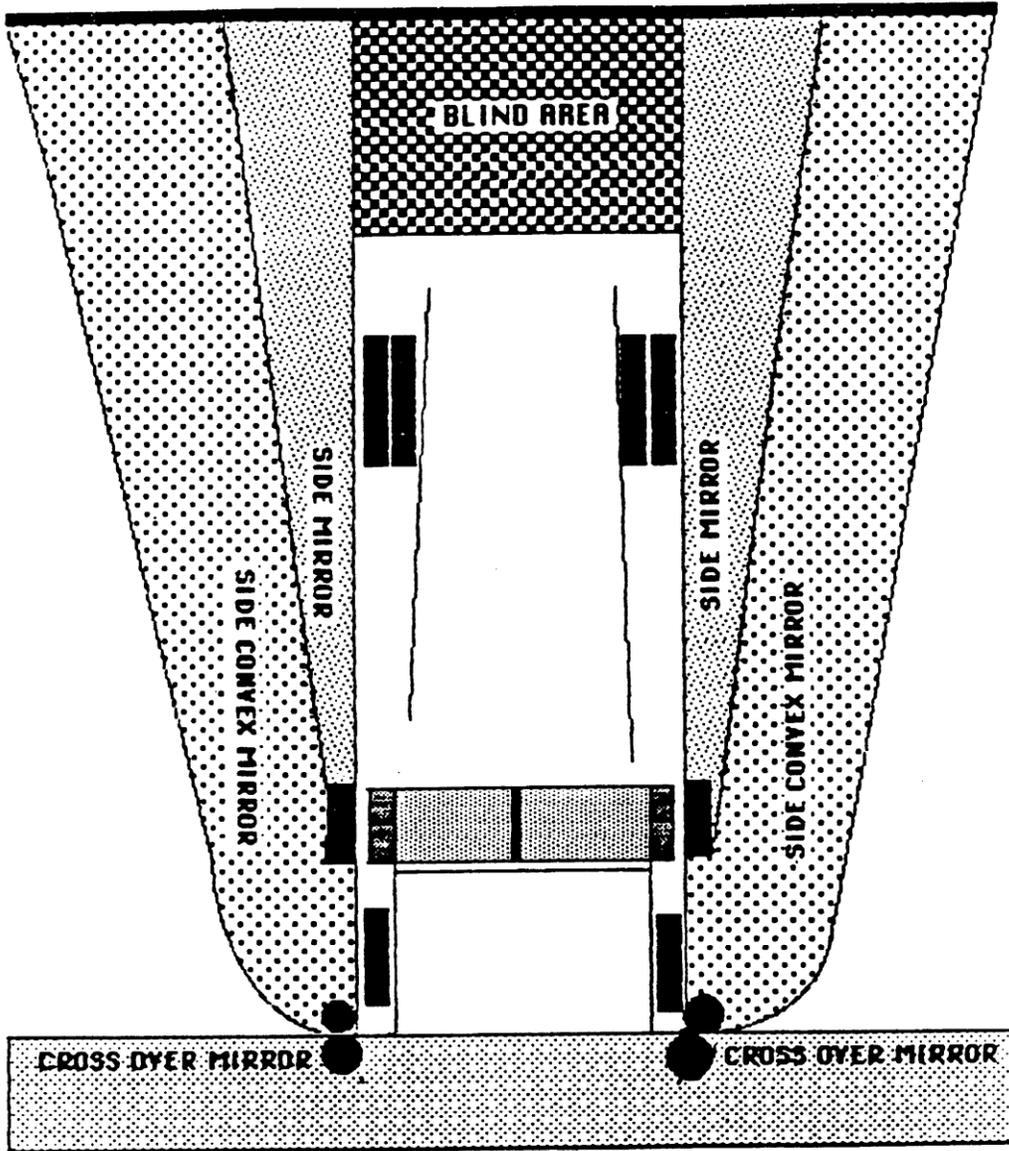
You need to do the same for each type of bus and hood you use.



IS A CHILD LIFE WORTH THE
COST OF THAT EXTRA MIRROR?

MIRRORS

Federal standards require that mirrors provide seven specific view.



USE OF BRAKES

Explain the proper use of brakes, with the engine off. Make sure the brakes on the vehicle are adjusted properly before beginning this instruction.

Air Brakes

Explain to the trainee that air brakes are generally more sensitive than what he or she has been accustomed to, so less pedal pressure is needed to make a smooth, easy stop.

Have the trainee place the right foot on the service brake pedal and depress it to the point where the instructor knows the vehicle will make a smooth, easy stop. The instructor will need to drive the vehicle being used to determine proper brake application. Have the trainee repeat this exercise several times in order to understand the amount of pedal pressure it takes to make a smooth, easy stop.

Discuss with the trainee the weight of the vehicle and the energy it takes to stop it. Explain all the reasons a driver should make smooth, easy stops.

Hydraulic Brakes

All buses in Idaho that have hydraulic brakes as the foundation brake system should be equipped with some type of power brake booster. Explain to the trainee that this type of brake system may be more sensitive than what the trainee has been accustomed to.

Have the trainee place the right foot on the service brake pedal and depress it to a point where the instructor knows the vehicle will make a smooth, easy stop. The instructor will need to drive the vehicle being used to determine the proper brake application. Have the trainee repeat this exercise several times in order to understand the amount of pedal pressure it takes to make a smooth, easy stop.

Discuss with the trainee all the reasons a driver should make smooth, easy stops. Correct use of brakes is an essential part of being a professional and efficient driver.

NOTE: The instructor should demonstrate a smooth, easy application, a moderate application, and a severe application (5 mph) to the trainee so that proper brake control is fully understood.

VEHICLE MOVEMENT - AUTOMATIC TRANSMISSION

This is the first time the trainee will start the engine and move the vehicle.

Starting Up the Vehicle

Explain the shift pattern and shift lever, making sure the shift lever is in the "N" (Neutral) position or in "P" (Park) position, if the vehicle is so equipped.

Explain where the emergency stopping system/parking brake control is located and how to apply and release it. The emergency stopping system/parking brake must be applied when starting the vehicle to prevent possible vehicle movement.

Explain the starting controls. For example, a key start system or a key/button start system.

Have the trainee start the vehicle.

Moving the Vehicle

- Have the trainee place his or her right foot on the service brake pedal and apply

pressure.

- Place the shift lever in the appropriate forward gear position.
- Release the emergency stopping system/parking brake control.
- Have the trainee slowly release the service brakes, slowly depress the throttle, and move the bus.

The vehicle will be moving at a very slow speed. Have the trainee stop the vehicle, place the shift lever in "N" (Neutral) or "P" (Park) and apply the parking brake. Have the trainee repeat step II (moving the vehicle) several times to become familiar with stopping the vehicle and the procedure for correctly moving the bus.

VEHICLE MOVEMENT - STANDARD TRANSMISSION

Transmission Use (Engine Off)

Explain the shift pattern. Have trainee place one hand on the shift lever and move it easily from one side to the other in neutral. Point out the guide spring that protects the first and reverse gears. It is important that the trainee identify the guide spring in order to know how to select the first or reverse gears. This knowledge will help later in the shifting process.

Placing the transmission in the starting gear on a vehicle equipped without a clutch brake (simulate the engine running).

- The driver must understand what the gears in the transmission are doing when the vehicle is stopped and the transmission is in neutral. The wheel gears, which are the gears controlled by the drive wheels, are stopped. The engine gears, which are the gears controlled by the engine when the clutch is engaged (raised position), are turning. Have the trainee place the transmission in the starting gear without grinding the gears.
- When the clutch pedal is down (disengaged), the power from the engine to the transmission is separated, and the engine gears should stop turning in about 5 seconds. Have the trainee disengage (open) the clutch by pushing the clutch pedal down and then start counting 1,001, 1,002, 1,003, 1,004, 1,005. As a general rule, at the end of five seconds, the engine gears should be stopped. If the engine gears are not stopped in about 5 seconds, the instructor should determine how many seconds are necessary to stop the engine gears so that correct instruction can be given. Now the trainee is ready to move the shift lever into the starting gear. During this exercise the trainee may not be able to put the transmission in gear, because the engine is not running and the gears may not be aligned correctly.

Placing the transmission in the starting gear on a vehicle equipped with a clutch brake.

- A clutch brake is a friction device in the clutch assembly which stops the engine gears in the transmission from turning when the clutch pedal is pushed all the way down.
- Have the trainee push the clutch pedal down and move the shift lever from neutral into the starting gear. There should be no gear clash.
- If the clutch brake is worn out or out of adjustment, the above procedure will not work without allowing time for the engine gears to stop rotating. If this is the case, teach the trainee the procedure for placing the transmission in the starting gear without a clutch brake.

NOTE - When shifting gears, which will come in Skills Level Three, the clutch brake, if applied during shifting, will stop the engine gears from turning and prevent the matching of the engine gears and wheel gears. To avoid this problem, push the clutch pedal down approximately halfway. This will not engage the clutch brake but will allow matching of the engine gears and wheel gears to complete a shift.

Clutch Use (Engine Off)

In order for the trainee to understand proper clutch use, he or she must have a basic understanding of what a clutch is and how it functions. The clutch is a friction coupler mounted behind the engine, and its function is to transfer power from the engine to the transmission and the rear wheels.

By the use of a clutch pedal, the driver can uncouple the power from the engine to the transmission by pushing the clutch pedal down, or the driver can complete the transfer of power from the engine to the transmission by letting the clutch pedal up. No friction or clutch wear occurs when the clutch pedal is down nor is there any friction or clutch wear that occurs when the clutch pedal is all the way up. Normal clutch wear occurs either when the driver is letting the clutch up to move the vehicle from the stopped position or when letting the clutch up at the completion of a shift.

The instructor should demonstrate a proper clutch release to move the bus. The following procedure is suggested for proper clutch use:

- **Throttle Use When Releasing the Clutch:** Use dead throttle, which is no throttle application, or minimum throttle, which is the least amount of throttle application necessary to move the bus, while releasing the clutch. The clutch is a friction coupler. The slower the engine speed (rpm) while letting the clutch up, the less friction and wear on the clutch.
- **Releasing the Clutch:** Have the trainee sit in the driver's seat and push the clutch pedal down and then let the clutch pedal up very slowly. Explain that the power should be transferred through the clutch smoothly and easily. This reduces wear on the clutch as well as the rest of the drive train. Have the trainee repeat the slow, easy release of the clutch several times in order to develop the proper coordination.

Vehicle Movement

- Explain the location of the emergency stopping system/parking brake control and how to apply and release it. The emergency stopping system/parking brake must be applied and the clutch disengaged when starting the engine to prevent possible vehicle movement.
- Explain the starting controls; for example, a key start system or a key/button start system.
- Have the trainee start the vehicle.
- Have the trainee place the right foot on the service brake pedal and apply it enough to hold the vehicle stationary.
- Depress the clutch pedal to disengage (open).
- Wait 5 seconds and then place the shift lever in the starting gear.
- Release the emergency stopping system/parking brake control.
- Release the clutch slowly until the tach needle drops a little and/or you feel clutch contact. The engine is starting to transfer power to the rest of the power train. At this

point, release the service brake and continue to let the clutch pedal up until the clutch is fully engaged (closed). The vehicle will be moving at a very slow speed.

- Have the trainee stop the vehicle, place the shift lever in neutral, and set the parking brake.

Have the trainee repeat steps one through nine several times to become proficient at stopping the vehicle and understand basic clutch and transmission use.

The instructor should complete the Driver Performance Review for Skills Level One before moving on to Skills Level Two training.

SECTION BTW-2: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL ONE

DRIVER PERFORMANCE REVIEW

The driver should successfully demonstrate competence in each task listed in Skills Level One before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
DRIVER VISION & MIRROR ADJUSTMENT										
CLUTCH USE Proper use										
TRANSMISSION USE Engaging starting gear										
BRAKE USE Proper application										

SECTION BTW-3: BEHIND-THE-WHEEL TRAINING

PRECISION TRAINING IN VEHICLE & DRIVING FUNDAMENTALS

SKILLS LEVEL TWO

Notes and Comments

PURPOSE

To help the trainee learn proper driving fundamentals and develop precision vehicle movement for backing, turning, and parking maneuvers.

OBJECTIVES

Effectively teach:

- Use of hazard lights
- Precision backing procedures
- Correct use of turn signals
- Correct use of mirrors
- Precision turning procedures
- Precision parallel parking procedures

The following lessons have been designed for the trainee to progress toward competency. The trainee starts with the basics of backing a vehicle and moves on to more specific demands of finding a correct turning point.

During Skills Level Two it is important that the instructor emphasize the specific demands that will be encountered in these basic maneuvers.

The information in this guide was developed to assist you in your instruction with both new and experienced drivers.

The contents of this guide are designed to assist any driver in understanding the basic principles of correctly maneuvering a vehicle.

Once the driver understands the principles, it will be the instructor's responsibility to ensure that the driver develops correct habit patterns.

Developing correct driving habits for bus operation is not an easy task. Some people might think that the smaller the bus used in training, the quicker the driver will develop correct driving habits, or the more experience they have had driving large equipment (for example, trucks and tractor trailers), the easier they can develop correct habit patterns for the larger Type C and D buses. Experience has proved that this is not the case.

In fact, the instructor's job will be more challenging when training individuals in vehicles that closely relate to what they have been accustomed to driving. You are trying to redevelop habit patterns for correct bus operations, and trainees will be applying the driving habits they developed for the vehicle and conditions in which they normally drive. This also applies to incorrect driving habits developed by experienced drivers.

It is a known fact that some of the best bus drivers on the road today had very little driving experience before they became bus drivers.

They were given correct instruction during their original training, and their annual in-service training reinforced the habit patterns originally developed.

Developing good driving habits requires constant thought and correct action. Your job as an instructor is to provide proper guidance to both your new and experienced bus drivers.

For this skills level you must be prepared by having all necessary equipment ready (tape, tape measures, chalk, traffic cones, and replanned site, and so forth).

VEHICLE SELECTION

Throughout the instruction of this skills level, it is recommended to have the trainees learn and develop their driving skills on all the vehicles they may be driving. These vehicles can be equipped with automatic or standard transmissions. (No progressive shifting of gears is required in this skills level.) It is important that the vehicles have a good turning radius, that they have good mirror visibility, and that they are easy to steer.

SITE SELECTION

Site selection is very important. Generally, most of the training can be given at your transportation property. If the area is too small or there is too much traffic, perhaps a large unoccupied parking lot located at a fairground or sports complex would be available. If none of the above is available, find an area that is secluded from traffic. Having a controlled environment will enhance trainee concentration on the skills being taught. It will also allow you to devote more attention to the trainee.

USE OF HAZARD WARNING LIGHTS

The four-way flashers (all turn signal lights flashing simultaneously) should be activated only when:

The vehicle is disabled on the roadway (main traveled portion of highway or traffic lane) or when it is disabled or parked off the roadway but within 10 feet thereof.

Warning other motorists of accidents or hazards on a roadway while the vehicle is approaching, overtaking, or passing the accident or hazard on the roadway.

To warn motorists or pedestrians on a roadway during a backing maneuver, a school bus driver may use the hazard lights.

Approaching railroad crossings.

PRECISION BACKING

PURPOSE

To provide each trainee with the knowledge to develop safe backing techniques

OBJECTIVES

To effectively teach the following:

- Correct use of flat mirrors to monitor the direction of the vehicle.
- Proper steering control.
- Proper depth perception skills.
- Proper mirror use.

- Recognition of ground and vehicle references.
- Proper vehicle movement and placement on the roadway.

Backing accidents are a major problem for school bus fleets. While every effort is made to avoid backing school buses, there are times when this maneuver is unavoidable. The following points will help minimize the possibility of a backing accident.

- Plan ahead to avoid backing
- Walk around the bus if it has been parked
- Use an adult guide whenever possible
- Properly position the bus before backing
- Activate the hazard lights
- Sound your horn prior to backing
- Back slowly
- Make use of all rear-view mirrors
- Back out of traffic (from the main road into the secondary road)
- Be sure there is adequate visibility
- Be sure to allow space for the overhang of the bus body
- Always follow the correct procedure for school bus stops at turnarounds
- If a backing location seems unusually hazardous, bring it to the supervisor's attention

For some trainees, backing is difficult. Usually this is a result of their failure to realize that when backing, like driving forward, the driver must turn the steering wheel in the direction the vehicle is to go.

Hand Positioning During a Backing or Turning Maneuver

Under normal driving conditions a driver needs both hands on the steering wheel to ensure proper vehicle control. There are three basic types of steering systems. Correctly understanding each system presents a different challenge to the driver.

Manual Steering - A manual steering system makes the vehicle difficult to steer in a sharp backing or turning maneuver. To use a manual steering system will require both hands on the steering wheel, either using the hand-over-hand method or the push-pull method. This type of steering will be the most physically demanding for the driver.

Power-Assisted Steering - A power-assisted steering system, unlike the manual system, uses power from the engine to assist the driver in steering the vehicle. During a sharp backing or turning maneuver, the driver may still need to use the hand-over-hand or push-pull method of steering the vehicle.

Full-Time Power Steering - Full-time power steering will require the least physical effort from the driver. With this type of system it will be easier for the driver to steer through a sharp backing or turning maneuver. In a vehicle equipped with a standard

transmission, the driver may have a tendency to steer the vehicle with one hand during turning maneuvers or while shifting the transmission. One hand must be in control of the steering wheel at all times.

Sounding the Horn

It is a suggested practice to sound the horn before and sometimes during a backing maneuver.

BACKING LESSON - GLOSSARY OF TERMS

Aligning the Vehicle - Positioning the vehicle so it is parallel to the ground reference.

Blind Areas - The areas behind, in front of, and on the side of the vehicle that a driver cannot see from the driver's seat.

Convex Mirror - A mirror with curved glass that gives a driver a wide angle of vision. It is primarily used to eliminate blind spots around the vehicle.

Depth Perception - The ability to judge distance between two or more objects.

Flat Mirror - A mirror with flat glass, mounted on each side of the vehicle. These mirrors can be used for judging distance.

Full Lock Left - The turning of the steering wheel to the left steering stop.

Full Lock Right - The turning of the steering wheel to the right steering stop.

Gradual Backing Crossover - Backing the vehicle from one side of a ground reference to the other in a gradual movement.

Ground Reference - A point or object on the ground (a line, side of roadway, and so forth).

Interior Rearview Flat Mirror - A mirror with flat glass mounted on the inside of the vehicle directly above the driver's seat. This mirror is used to view traffic behind the bus and to the right and left sides. This mirror can also be used to view the passengers.

Lock To Lock - The turning of the steering wheel from the right steering stop to the left steering stop or vice versa.

Realigning Vehicle - Returning the vehicle to a parallel position next to the ground reference.

Sharp Backing Crossover - Backing the vehicle from one side of a ground reference to the other in a sharp movement (turning the steering wheel lock to lock).

Steering the Rear Axle - Controlling rear axle direction by turning the steering wheel at the appropriate time.

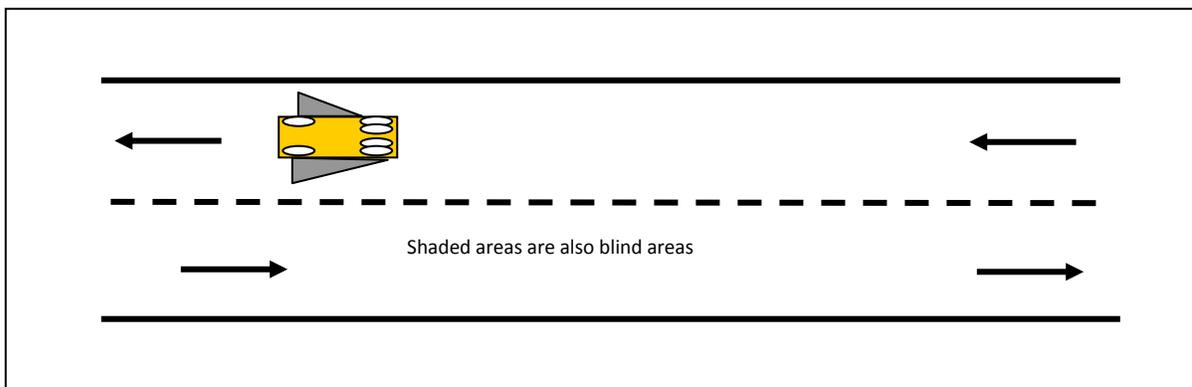
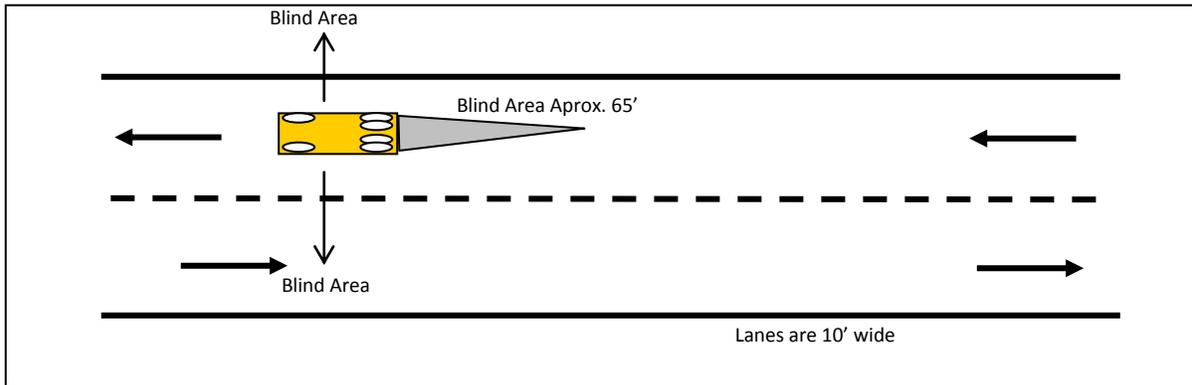
Straight Line Backing - Backing a vehicle next to the ground reference, keeping the vehicle an equal distance from the reference.

Vehicle Reference - A point or object on the vehicle (the rear tires, side of bus, specific point, and so forth).

PRECISION BACKING PROCEDURES

Blind Areas Behind the Vehicle - Reference diagram at the end of this section.

- Discuss the blind areas
- Physically show the driver these areas
- Emphasize the size of the area
- Emphasize the dangers of these areas

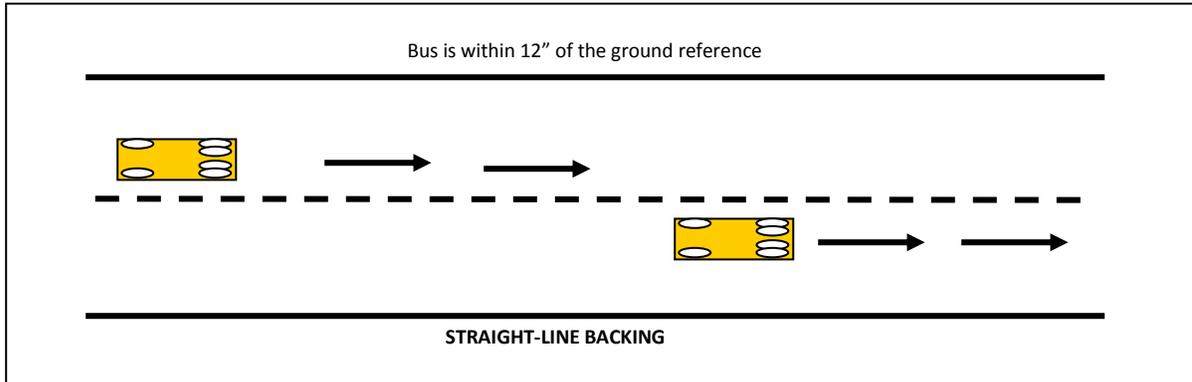


NOTE: For purposes of teaching the following backing maneuvers, when aligning the vehicle to a ground reference, use the side of the vehicle for the vehicle reference. When actually doing the backing maneuver, use the rear wheels for the vehicle reference. The instructor must determine what the ground reference will be. Doing the following steps in a forward motion may help the driver to better understand the backing procedures.

Straight Line Backing - Reference diagram at the end of this section.

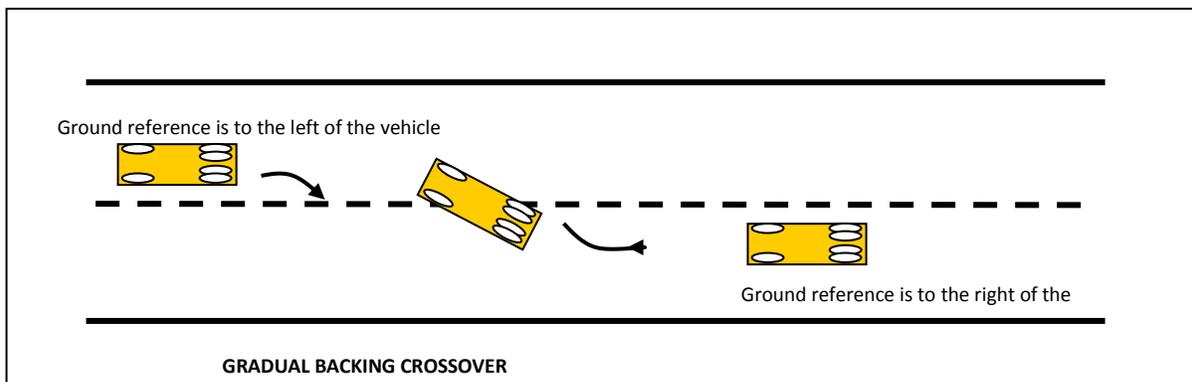
- Identify the vehicle reference and ground reference.
- Instruct the trainee to align the vehicle parallel and within 12 inches of the ground reference on the left side of the vehicle. Have the trainee exit the vehicle and check the distance of the vehicle from the ground reference using a tape measure.
- Instruct the trainee to align the vehicle parallel and within 12 inches of the ground reference on the left side of the vehicle. Have the trainee exit the vehicle and check the distance of the vehicle from the ground reference using a tape measure.
- Instruct the trainee to use a dead throttle start (idle speed) in reverse keeping the vehicle parallel and within 12 inches of the ground reference.
- Position vehicle on the left side of the ground reference and have the trainee repeat

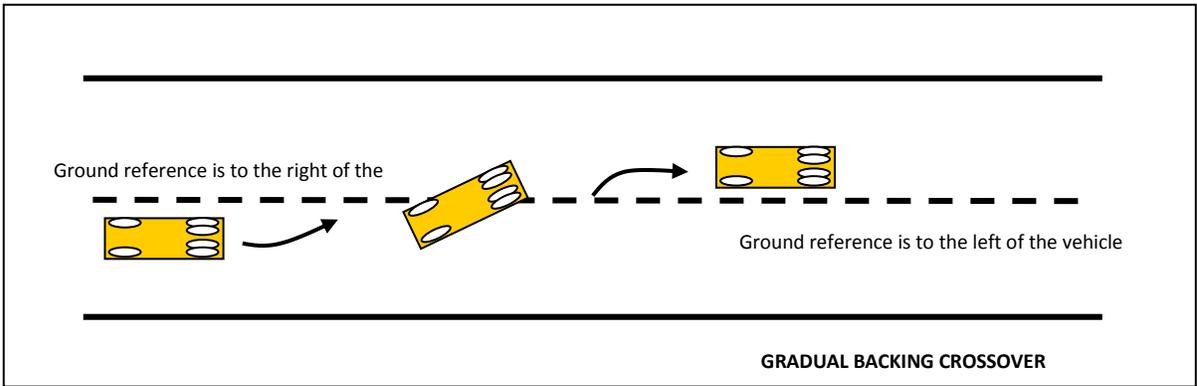
the maneuver. This will show the trainee the difference in the visibility between the left flat mirror and the right flat mirror.



Gradual Backing Crossover - Reference diagram at the end of this section.

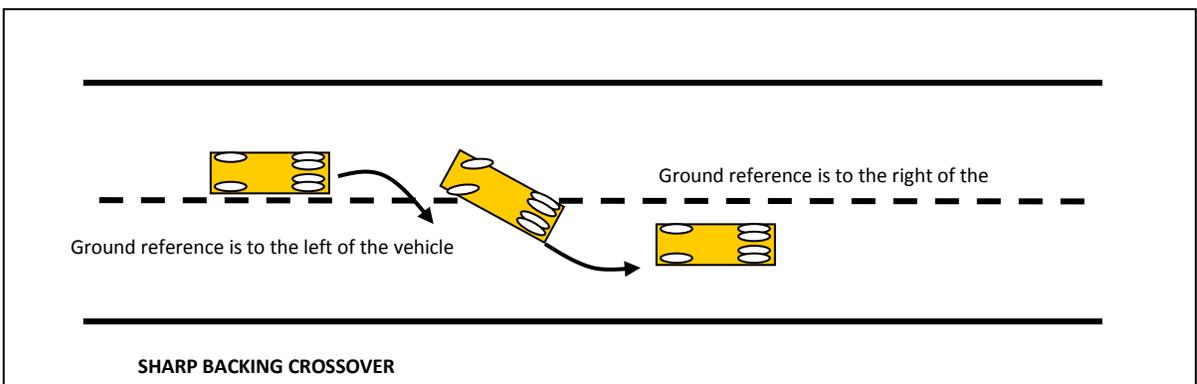
- The ground reference is to the left of the vehicle. Trainee is to observe the left flat mirror.
- Align the vehicle parallel and within 12 inches of the ground reference.
- Use the rear wheels as the vehicle reference.
- Use a dead throttle start (idle speed).
- Turn the steering wheel slightly to the left.
- The trainee must change from the left flat mirror to the right flat mirror when the ground reference intersects with the left-side vehicle reference.
- When the ground reference and right vehicle reference intersect, the trainee must start the recovery.
- Realign the vehicle parallel and within 12 inches of the ground reference. The ground reference is now to the right of the vehicle.
- Position vehicle on the right side of the ground reference and repeat the maneuver.

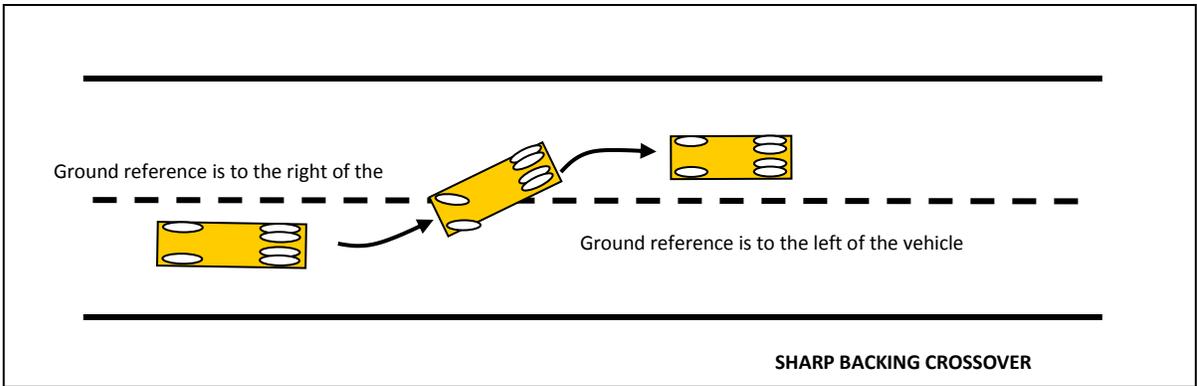




Sharp Backing Crossover - Reference diagram at the end of this section.

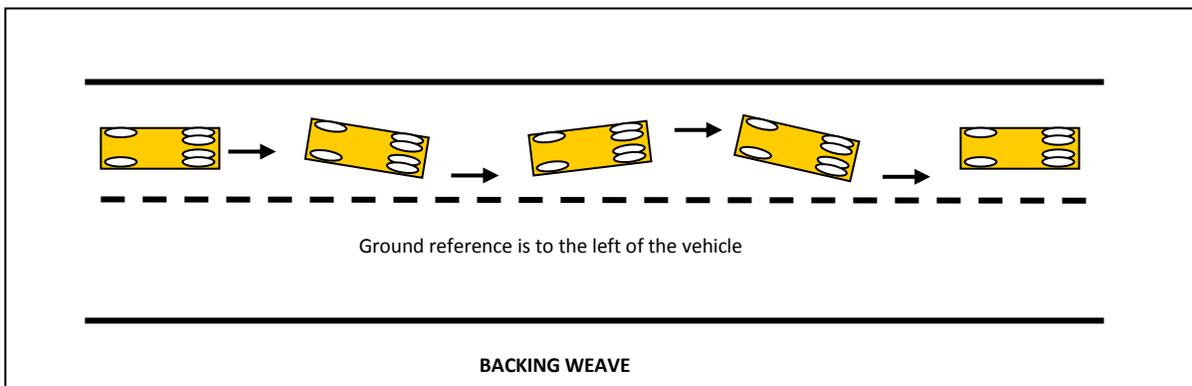
- The ground reference is to the left side of the vehicle. Align the vehicle parallel and within 12 inches of the ground reference.
- Use the rear wheels as the vehicle reference.
- Use dead throttle start (idle speed).
- Turn the steering wheel full lock left.
- The trainee must change from the left flat mirror to the right flat mirror when the ground reference and left vehicle reference intersect. Because this is a sharp maneuver, the trainee's reactions must be quicker. At the proper time the trainee will turn full lock right. The trainee will find if he/she waits until the right vehicle reference and right ground reference intersect, the vehicle will be very difficult to realign. Show the trainee how to start the recovery process sooner by correctly compensating for the sharpness of this maneuver.
- Realign the vehicle parallel and within 12 inches of the ground reference, which is now to the right of the vehicle.
- Position the vehicle on the left side of the ground reference and repeat the maneuver.





Backing Weave - Reference diagram at the end of this section.

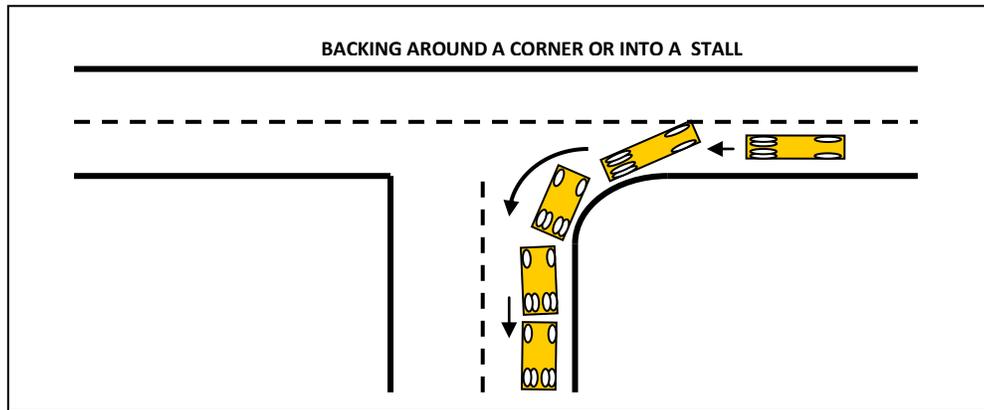
- Position the vehicle in the center of the lane.
- Use dead throttle start (idle speed).
- Turn the steering wheel slightly to the left, watching the right flat mirror. The blind area directly behind the vehicle will diminish.
- Turn the steering wheel slightly to the right, watching the left flat mirror. The trainee can now see how the slight weave of the vehicle has made the blind area diminish. The trainee may use the right and left edge of the available roadway as a ground reference. The trainee should keep the vehicle within the available space while doing this maneuver.
- When backing within one to two vehicle lengths of a fixed object, the backing weave is not suggested. At this time a visual inspection by the driver and/or a monitor would be advisable.



Backing Around a Corner or into a Stall - Right or Left-side Maneuver - Reference diagram at the end of this section.

- Align the vehicle parallel and within 12 inches of the ground reference. The ground reference is the curb line or edge of road.
- The vehicle reference is the rear wheel.
- Watch the ground reference and the vehicle reference to ensure that the vehicle does not come into contact with a problem object.

- After completing the turn, realign the vehicle parallel and within 12 inches of the ground reference.
- The trainee must monitor all mirrors continuously.
- Practice this maneuver from the right and left sides.



USE OF TURN SIGNALS

A driver must give a signal before turning, changing lanes, or moving right or left on a roadway if the movement affects any other traffic. The following is a suggestion for use of turn signals: Activate the left or right turn signal at least 100 feet before attempting to make a turning maneuver. Additional instructions on the correct use of turn signals will be presented in Skills Level Four.

OPERATIONAL USE OF MIRRORS

Bus drivers have a tremendous responsibility and should be provided with adequate mirrors to do their job safely. The fact is, we can hang mirrors all over the buses; but unless we teach the drivers how to use them correctly, our efforts to ensure safety will have been wasted. Below are some suggestions that will help the trainees to develop good habit patterns in using the mirrors.

- Before starting out from any kind of stop, be sure to check all mirrors for traffic, pupils (on and off the bus), pedestrians, bicycles - anything! Know what's happening around you before you move.
- Mirrors must be used before and during all turns. Check for traffic and backswing clearance before turning.

NOTE: All instructors should carry necessary tools to adjust mirrors (for example, screwdriver, wrench, and pliers).

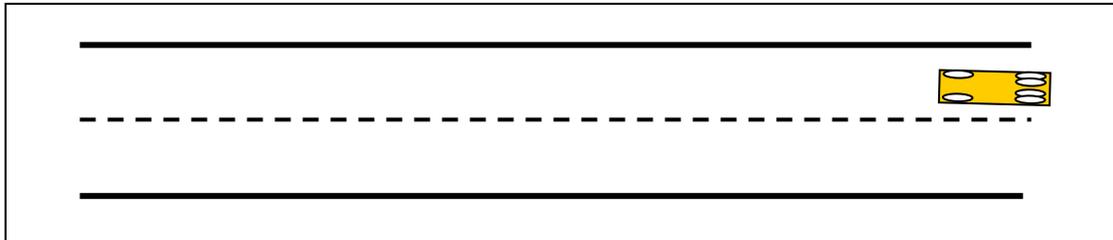
Five/Six-Count Mirror System

The five/six-count mirror system is an effective method of using mirrors to recognize and avoid problem objects. When the driver is trained to use this system correctly, the benefits should amount to a reduction in accidents. Remember, the driver must be trained to use mirrors correctly under all conditions and applications.

Right Turns - From moving and stopped positions.

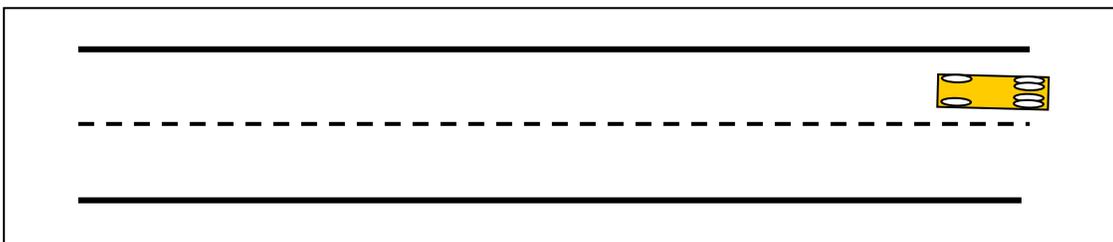
Transits, conventionals, vans, and coaches with crossview mirror mounted on the left side.

1. Right mirror or mirrors.
2. Inside flat mirror.
3. Crossview mirror.
4. Left mirror or mirrors.
5. Right mirror or mirrors.



Transits, conventionals, vans, and coaches with crossview mirror mounted on the right side.

1. Right mirror or mirrors.
2. Crossview mirror.
3. Inside flat mirror.
4. Left mirror or mirrors.
5. Right mirror or mirrors.



Transits, conventionals, vans, and coaches with crossview mirrors mounted on both the right and left side.

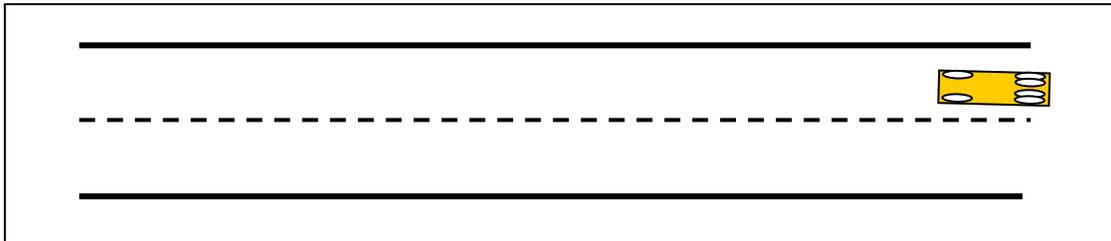
1. Right mirror or mirrors.
2. Right crossview mirror.
3. Inside flat mirror.
4. Left crossview mirror.
5. Left mirror or mirrors.
6. Right mirror or mirrors.

The crossview mirror has been included in these mirror counts because it is important that the front of the vehicle be checked, especially on conventionals when turns are made from a stopped position. Drivers also need to build a positive program of checking the crossview mirror/s to be carried over to the five/six-count system for loading and unloading.

Left Turns - From moving and stopped position.

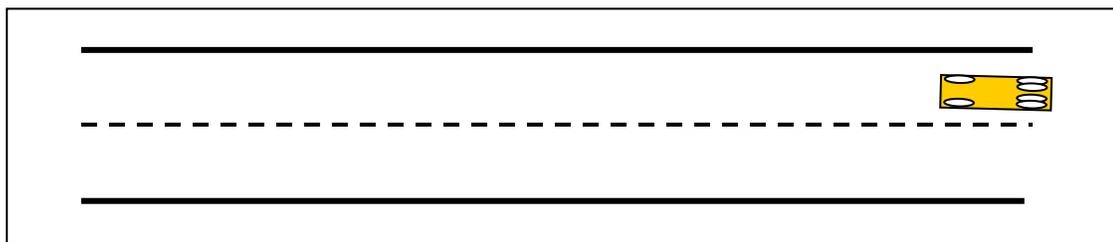
Transits, conventionals, vans, and coaches with the crossview mirror mounted on the left side.

1. Left mirror or mirrors.
2. Crossview mirror.
3. Inside flat mirror.
4. Right mirror or mirrors.
5. Left mirror or mirrors.



Transits, conventionals, vans, and coaches with crossview mirror mounted on the right side.

1. Left mirror or mirrors.
2. Inside flat mirror.
3. Crossview mirror.
4. Right mirror or mirrors.
5. Left mirror or mirrors.



Transits, conventionals, vans, and coaches with crossview mirrors mounted on both the right and left side.

Left mirror or mirrors.

Left crossview mirror.

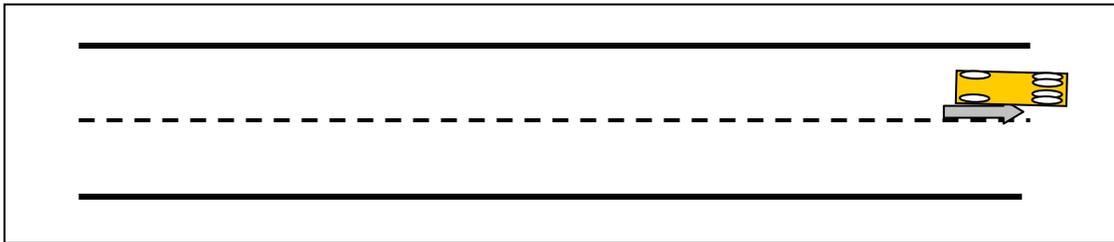
Inside flat mirror.

Right crossview mirror.

Right mirror or mirrors.

Left mirror or mirrors

The crossview mirror has been included for the same reasons it was included on the right-turn counts.



PRECISION TURNING

PURPOSE

To teach each trainee proper turning skills and turning point comprehension.

OBJECTIVES

Steer the vehicle through the turn safely

Avoid contact with problem objects

Find the turning capability of each vehicle

NOTE: On the surface these objectives appear relatively easy to achieve. However, the average new bus driver does not understand the basic fundamentals of the turn or how the vehicle will respond in the turn.

Give consideration to all the variables that exist, such as speed, type of corner, or moving objects.

Effective training occurs as a result of proper conditioning of the mind to recognize, understand, and correctly respond to a given situation.

Two training methods are used to train drivers.

Trial and error, which may have a negative response, or proper conditioning through effective training. Effective training is preferred.

Through effective training, correct habit patterns are developed. Habit patterns are formed by teaching the trainee how to correctly make the turns, then have the trainee repeatedly drive the vehicle through these turns.

It is also important to place the trainee in a turning situation that the vehicle cannot make and monitor his or her procedure in handling this situation.

In effective turning training, conditioning begins when the driver has a fundamental

understanding of the objective. This establishes the foundation necessary to the learning process.

Until now the trainee's driving habit patterns have been conditioned to steering an automobile through a turn. How does the trainee know when to turn a vehicle? The trainee either uses the trial-and-error process or is told when to begin the turn and when to turn the vehicle.

Neither of these procedures establishes the correct turning point or gives the trainee the confidence needed to master the vehicle. When driving buses, the driver cannot afford the trial-and-error process; nor will someone be on board saying when to turn. Therefore, the question is, when and where does a driver correctly turn the vehicle?

TURNING LESSON - GLOSSARY OF TERMS

Apex of A Turn - The highest point or tip of a turn.

Center of Roadway - A line painted on the center on the road; or the center of the road if it has no painted line

Correct Turning Point - Left Turn - A specific area used by the driver to determine when to begin steering through a turn so the left side of the vehicle will clear the nearest problem object, within the turning zone, by at least 12 inches.

Correct Turning Point - Right Turn - A specific area used by the driver to determine when to begin steering through a turn so the right side of the vehicle will clear the nearest problem object, within the turning zone, by at least 12 inches but not more than 36 inches.

Ground Reference - The right or left edge of the available roadway you are turning onto.

Imaginary Line - Left Turn - Begins at the left edge of the available roadway you are turning onto and extends across the roadway you are turning from at approximately right angles.

Imaginary Line - Right Turn - An imagined line that begins at the right edge of the available roadway you are turning onto and extends across the roadway your vehicle is on at approximately right angles.

Optical Illusion - An unreal or misleading appearance of something being viewed.

Parallel To Roadway - A vehicle position that is straight and an equal distance from the edge of a roadway.

Problem Objects - Objects, movable or fixed, located in the turning zone that could create a problem for a driver while making a turn.

Turning Zone - The safe space that is needed for the vehicle before, during, and at the completion of a turn.

Vehicle Alignment - A position parallel to the roadway, and a certain distance away from the nearest problem object or other determined point.

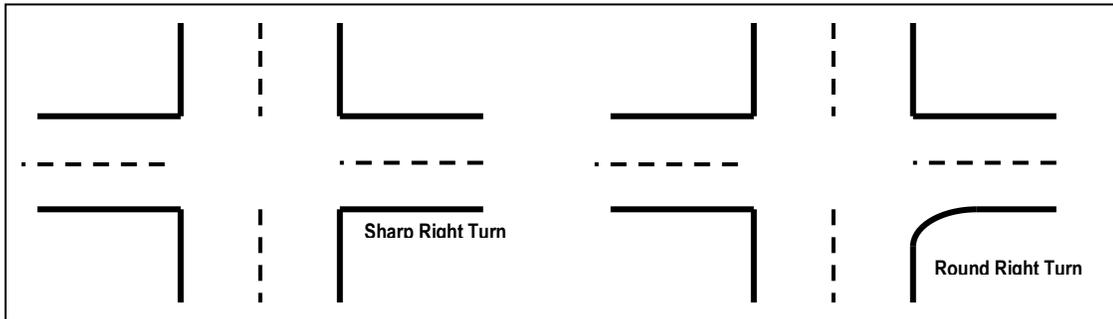
Vehicle Reference - The front bumper of the vehicle.

Vehicle Turning Apex - The lowest portion of the vehicle path through a turn.

Vehicle Turning Range - The dimension between the turning point of a sharp turn and the turning point of a rounded turn.

PRECISION TURNING PROCEDURES - Right Turn (Two-Way Road)

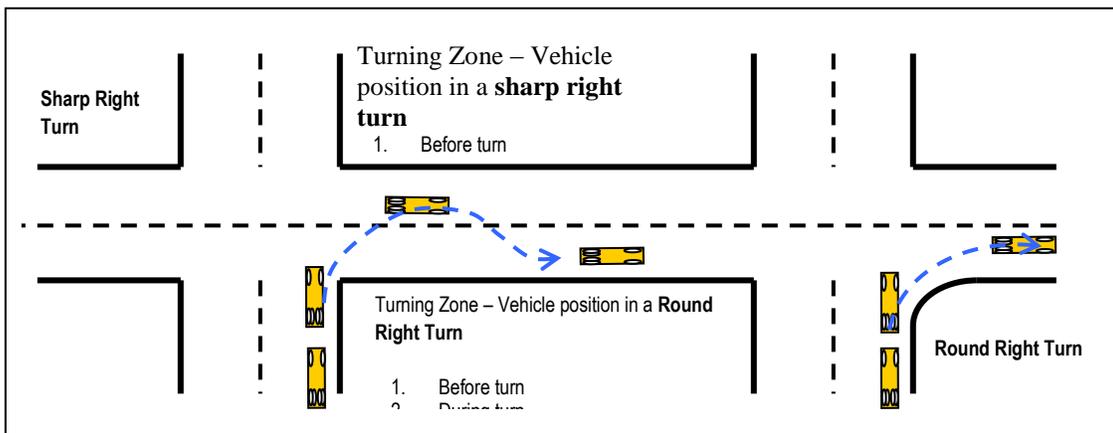
The primary purpose of a turn is to allow vehicular traffic to change direction. Since there are many different turns, concentrate on the most common ones.



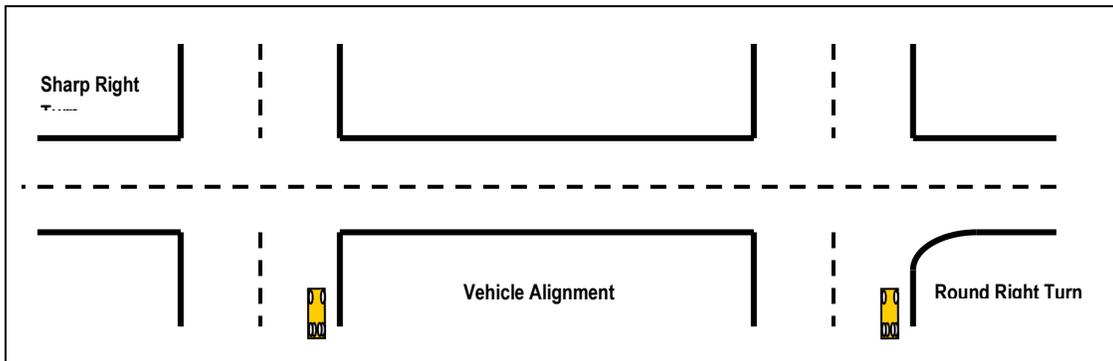
Steering Front and Rear - This movement is relatively simple in an automobile which is approximately 15 to 20 feet in length. In a large vehicle this is not the case. The driver must now allow for both the front and the rear of the vehicle to complete the turn.

Turning Zone

Regardless of the problem objects that exist in a turn, consider the safe space that is needed for the vehicle before, during, and at the completion of a turn. This area is known as the turning zone.



Vehicle Alignment - A major objective is steering the vehicle through the turn without contacting any problem objects. To reduce the risk of contact with either fixed or movable problem objects, the following vehicle alignment is recommended: At the beginning of the turning zone, the vehicle should be aligned parallel to the roadway, 18 to 36 inches away from any problem objects.



Problem Objects - Outlined below are objects that are located within a turn that could cause problems.

Fixed Objects

- Road edge
- Curb
- Sign
- Pole
- Structure
- Fire hydrant
- Vehicle

Movable Objects

- Pedestrian
- Animal
- Vehicle (for example, car or motorcycle)
- Bicycle

All of these objects present a hazard or problem. In some cases a problem object will instantly change an easy turn into a very difficult turn. A driver might misjudge a turn as a result of NOT correctly understanding and identifying a problem object.

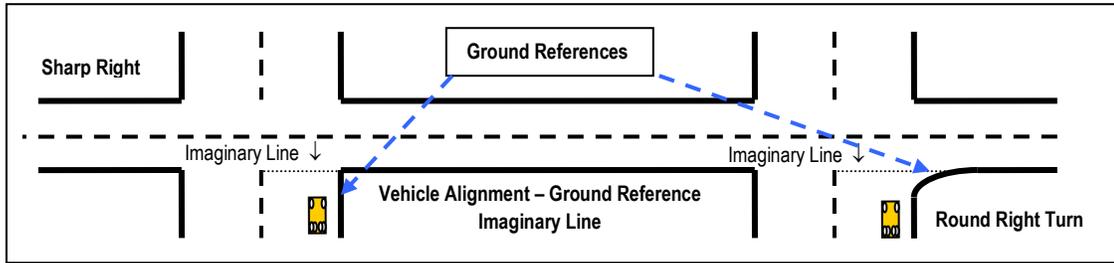
Vehicle Reference - The vehicle reference is the front bumper.

Ground Reference /Imaginary Line

- The ground reference is located at the right edge of the available roadway you are turning onto.
- Mentally project a straight line from the ground reference across the roadway your vehicle is on at approximately a right angle. From now on this line will be referred to as the imaginary line.

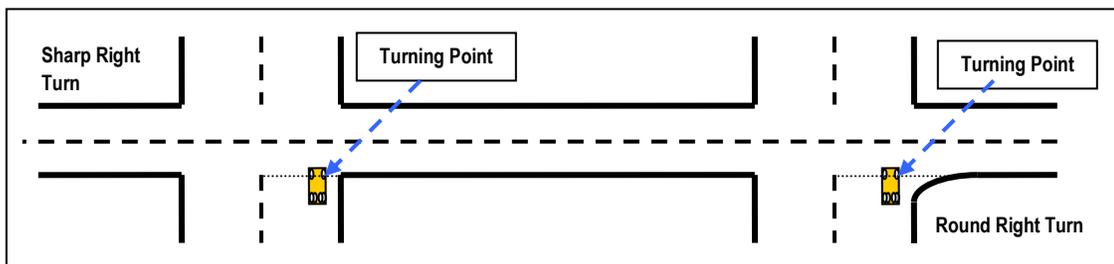
If a problem object is in the turning zone, you must adjust the ground reference and the

imaginary line accordingly.



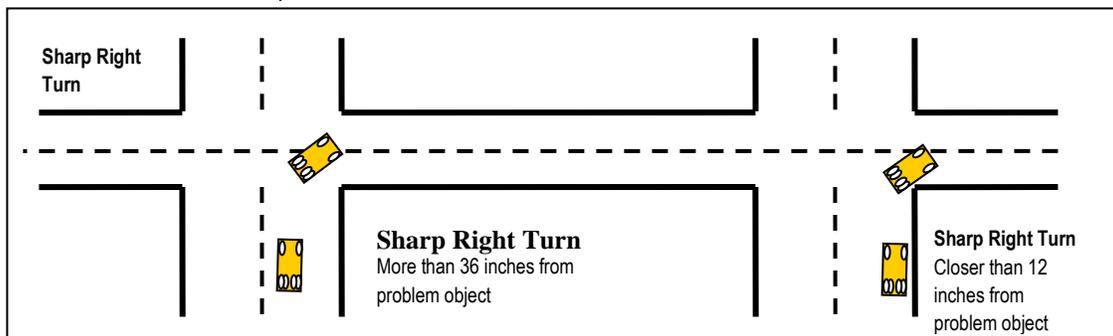
Turning Points - To determine the correct turning point for a vehicle will require a step-by-step process. The vehicle must be properly aligned on the roadway in a stopped position each time an attempt is made to locate the correct turning point. To find the correct turning point for a vehicle, use the following procedure:

- Maintaining the correct vehicle alignment, move the vehicle forward until the vehicle reference (front bumper) and imaginary line intersect.
- Turn the steering wheel to full-lock right and hold. Using dead throttle, begin moving the vehicle into the turn, watching the mirrors to see if the vehicle will clear the problem object to the right. Remain in the full lock right position until the vehicle completes the turn and is parallel to the edge of the roadway and stop. DO NOT STRAIGHTEN THE FRONT WHEELS. Stop if the vehicle is about to come into contact with a problem object prior to completing the turn.

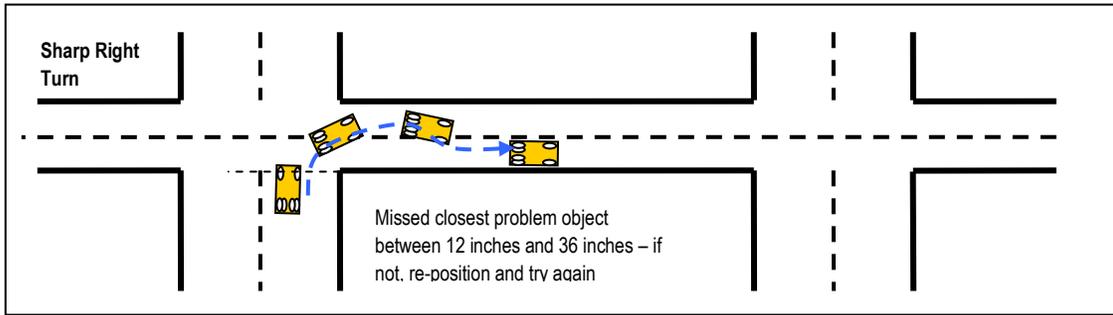


If the vehicle does not clear the closest problem object to the right by at least 12 inches, or if the vehicle is more than 36 inches from the closest right-side problem object, you must reposition the vehicle, using the same alignment.

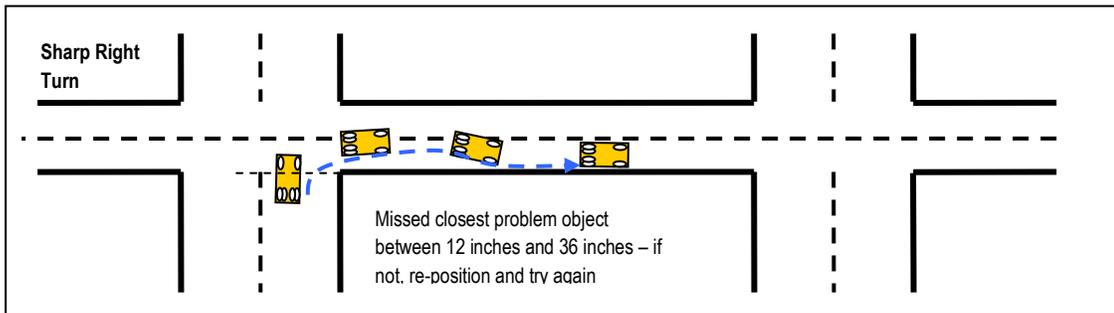
Adjust the vehicle's position with respect to the imaginary line and try again.



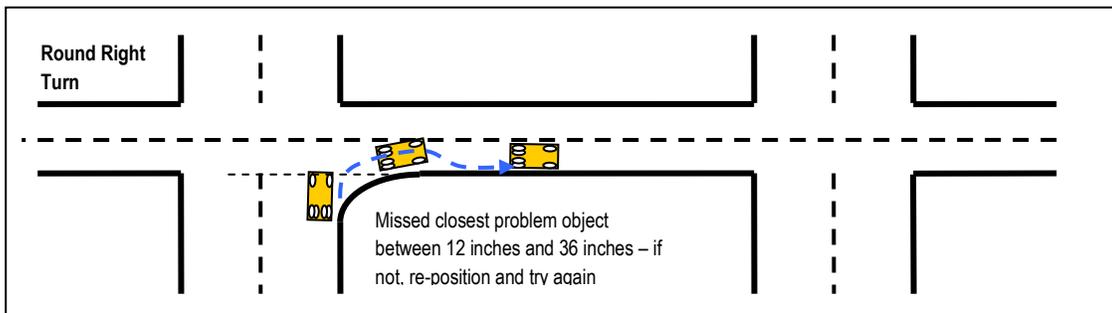
When the vehicle completes the turn, you should have missed the closest right-side problem object with the right side of the vehicle by at least 12 inches and no more than 36 inches. If the vehicle is more than 36 inches away from the closest right-side problem object, you have not established the correct turning point for that vehicle.



At the completion of a sharp right turn the vehicle should have cleared the closest right-side problem object by at least 12 inches and no more than 36 inches and should be positioned toward the center and parallel to the edge of the roadway.



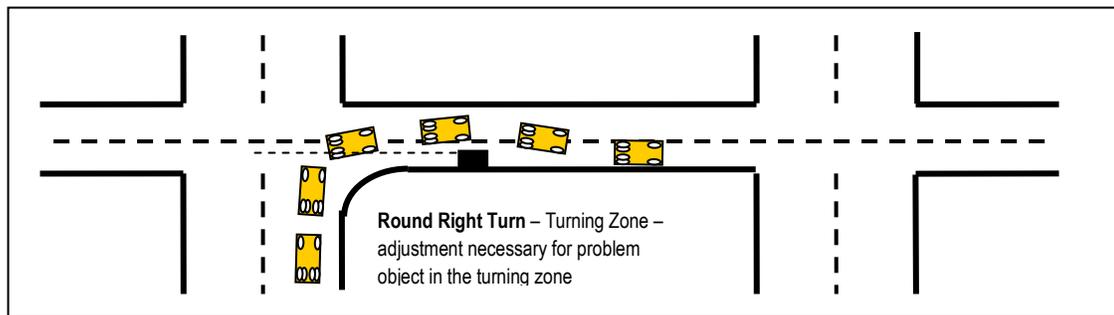
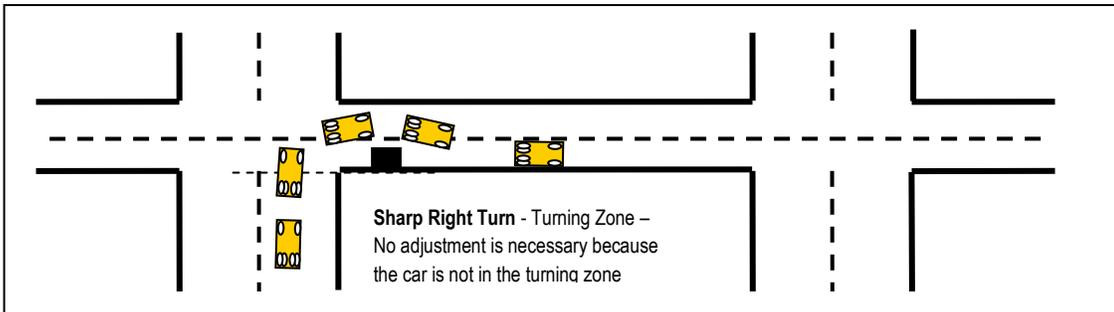
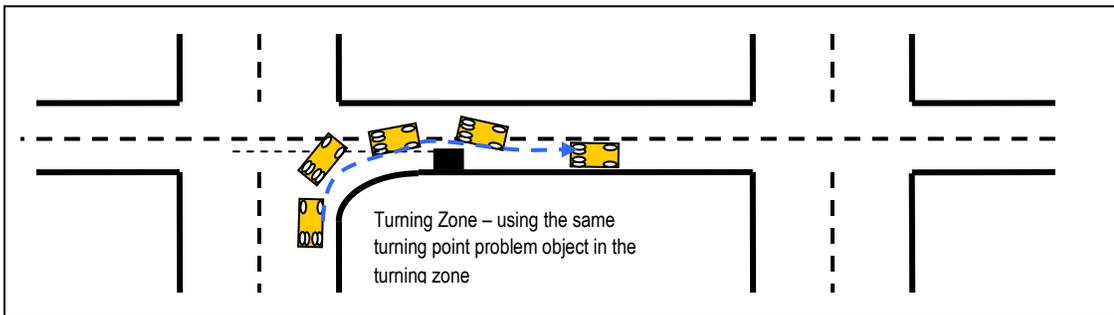
At the completion of a rounded right turn the vehicle should have cleared the closest right-side problem object by at least 12 inches and no more than 36 inches and should be parallel and near the right edge of the available roadway.



The main difference between the sharp right turn and the rounded right turn is that on the sharp turn you must move the vehicle further into the intersection before you turn the vehicle. In so doing, you end up closer to the center of the available roadway. On a rounded turn you can start your turn sooner and still clear the problem objects. This allows your vehicle to end up closer to the right edge of the available roadway.

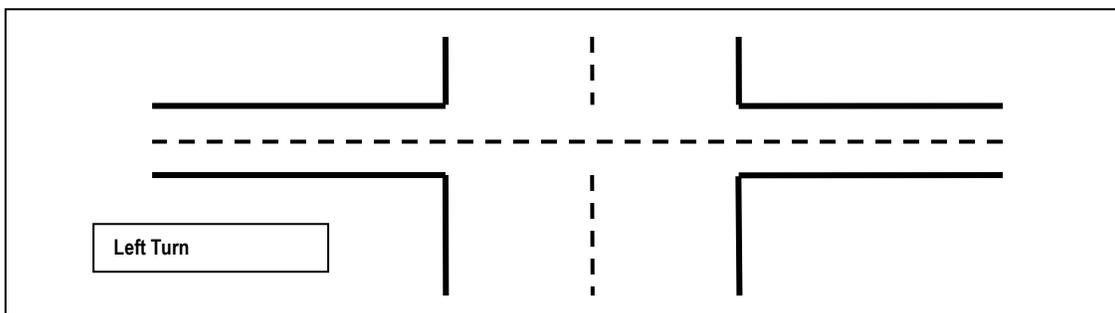
A driver must establish the turning point for each vehicle operated. This also applies to each different turn. After learning the turning point for a sharp turn and a rounded turn, the driver should know when to turn the vehicle.

To determine the correct turning point when a problem object is located in the turning zone, the trainee must understand how to adjust the imaginary line. The trainee must also have the ability to distinguish between an optical illusion and something that is real.



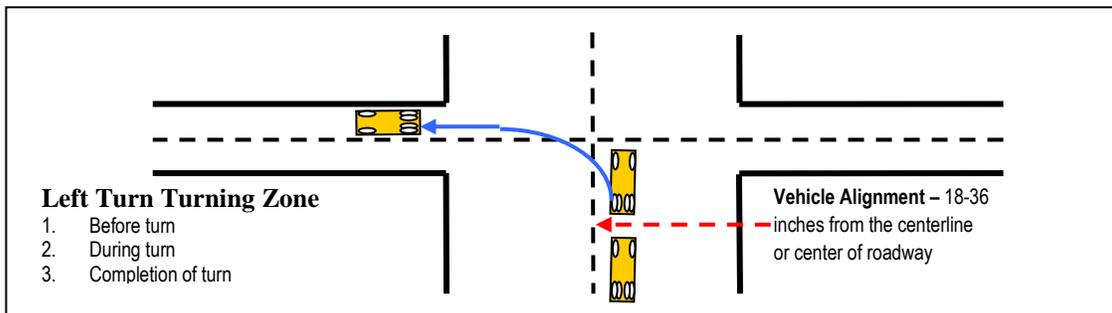
Vehicle Turning Range - Once the driver has correctly identified the vehicle turning point for a sharp 90-degree right turn and the vehicle turning point for a rounded right turn, the driver can then determine the turning range, which is the distance between the turning point for a sharp turn and the turning point for a rounded turn. The driver knows that in a particular vehicle a safe turn can be made using a turning point somewhere in this range for any right turn encountered.

Left Turn (Two-Way Road) - Let us now discuss the fundamentals of successfully completing a left turn. For the most part the principles are the same. Therefore, the driver must identify the potential problem objects in preparation to execute the turning maneuver.



Steering - Remember, it is the rear of the vehicle that must be correctly steered through the turn, but do not forget the right front corner of the vehicle.

Turning Zone - The turning zone is the safe space needed before, during, and at the completion of a turn.

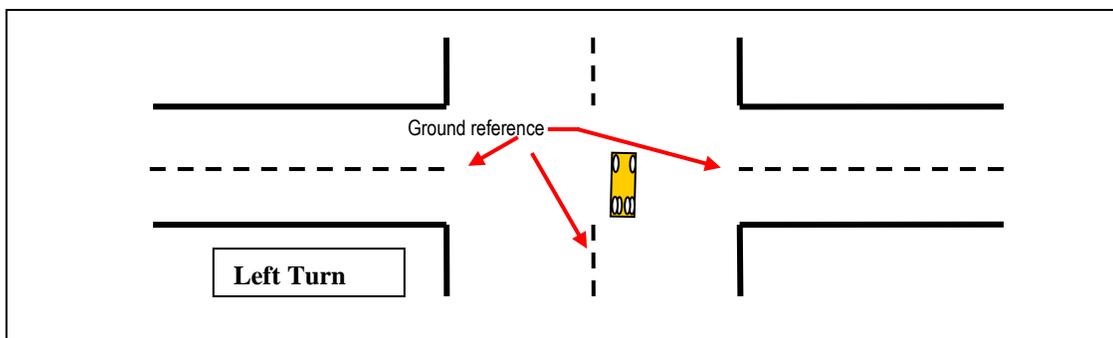


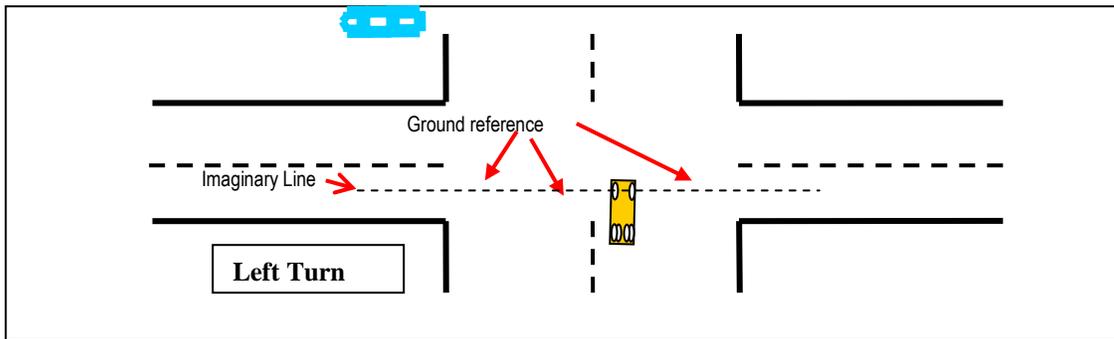
Vehicle Alignment - A major objective is steering the vehicle through the turn without contacting any problem objects. To reduce the risk of contact with either fixed or movable problem objects, the following vehicle alignment is recommended. At the beginning of the turning zone, the vehicle should be aligned parallel to the roadway, 18 to 36 inches from the centerline or center of the roadway if no centerline exists.

Problem Objects - The driver must be aware of problem objects when attempting to make a left turning maneuver. Many times the driver is unaware of objects that may cause a problem in a left turn. A driver must be conscious of other traffic and vehicles, whether the driver's vehicle is moving or stationary. The driver must consider if these problem objects are actually in the turning zone, or if they are an optical illusion. The driver is vulnerable during this maneuver because moving objects may be approaching from every direction. The driver must understand that once the vehicle is committed to the turn, it is difficult to observe all the hazards within the intersection.

Vehicle Reference - The vehicle reference is the front bumper.

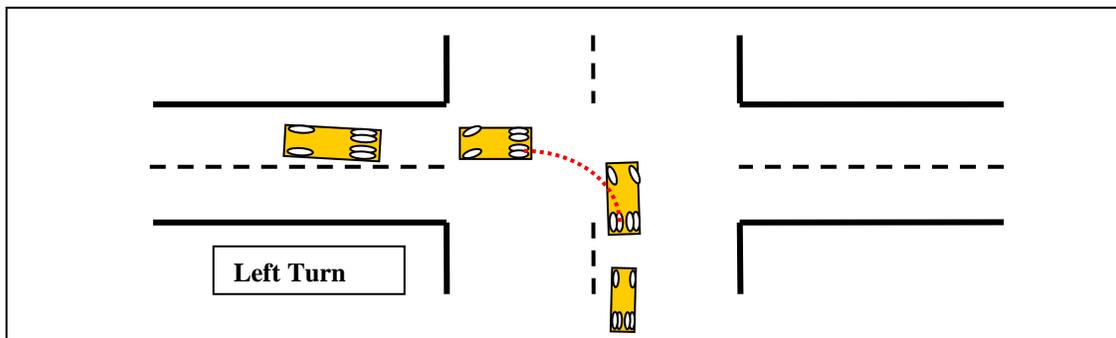
Ground Reference /Imaginary Line - The ground reference is located at the left edge of the available roadway you are turning onto. Mentally project a straight line from the ground reference across the roadway your vehicle is on at approximately a right angle. From now on this line will be referred to as the imaginary line. If a problem object is in the turning zone, you must reposition the ground reference and imaginary line accordingly.



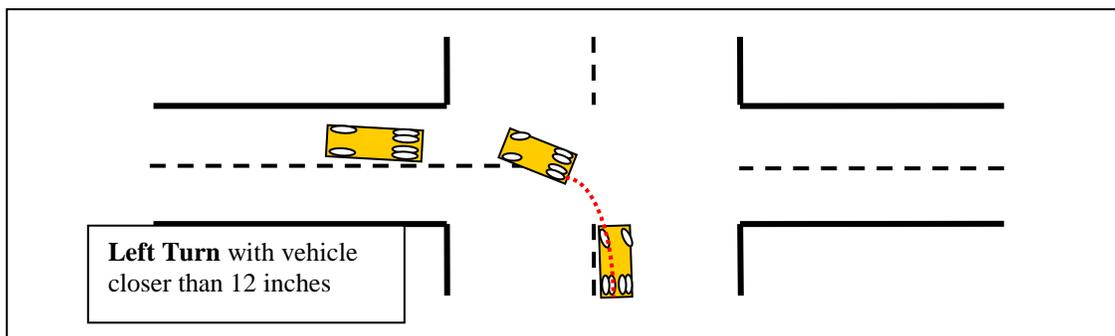


Turning Points - To find the turning point for a vehicle, use the following procedure:

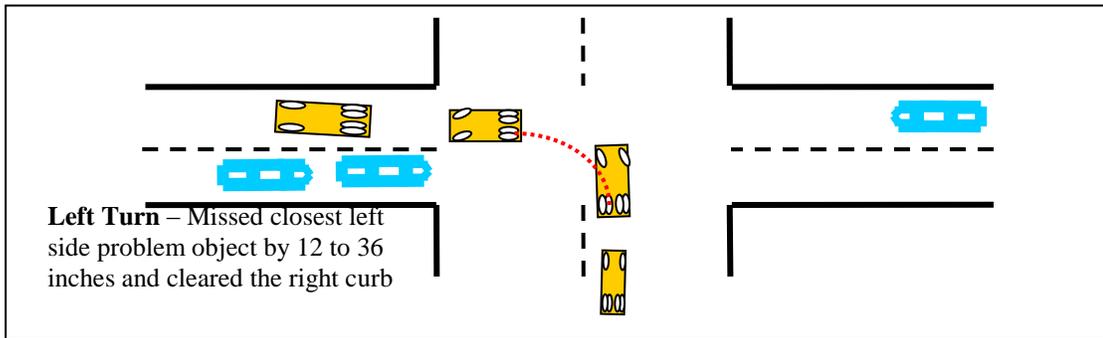
- Maintaining the correct vehicle alignment, move the vehicle forward until the vehicle reference (front bumper) and imaginary line intersect.
- Turn the steering wheel full lock left and hold. Using dead throttle, begin moving the vehicle into the turn, watching the mirrors to see if the vehicle will clear all problem objects in the turning zone. Remain in the full lock left position until the vehicle has completed the turn and is parallel to the edge of the roadway and stopped. **DO NOT STRAIGHTEN THE FRONT WHEELS.**



- If it is apparent that the vehicle is going to contact a problem object, stop before contact is made, reposition the vehicle with respect to the imaginary line, and try again.



- At the completion of the left turn, the vehicle should have missed the closest left-side problem object with the left side of the vehicle by at least 12 inches and not more than 36 inches. If the vehicle is closer than 12 inches from the problem object, the correct turning point has not been established for the vehicle. There may also be problem objects located on the right side of the vehicle.



- At the completion of a left turn, the vehicle should be parallel and toward the center of the traffic lane.
- A driver must know where the imaginary line is in relation to the vehicle once the turning point is established. Remember, when using a different vehicle or encountering a turn with a different radius, the driver must establish the turning point for that vehicle.

Driver Conditioning

To achieve the desired competency level of all types of turns, the driver must develop correct habit patterns. This is accomplished by teaching the driver how to correctly make the turn and then placing the driver in a turning situation in which the vehicle cannot make the turn. Finally, the driver must repeatedly drive the vehicle through all types of turns and under all types of conditions.

Throughout a driver's career new driving habits are developed and existing habits are reinforced. It is important to know that a new driver's current driving habits were developed in a vehicle other than a large bus. Therefore, correct vehicle driving habits must be reinforced continuously.

PRECISION PARALLEL PARKING PROCEDURES

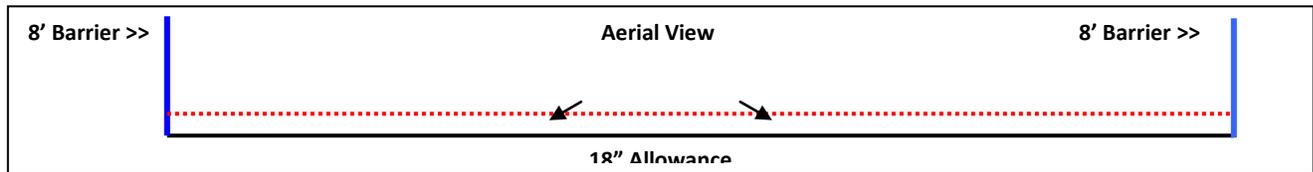
PURPOSE

To provide each driver with the knowledge to safely parallel park the vehicle.

OBJECTIVES

- Teach the correct positioning of the vehicle during a parking maneuver.
- Reinforce the previous lessons that include the correct use of the mirrors, proper backing maneuvers, and proper use of the turn signals.
- Refine depth perception skills to increase the trainee's perceptual abilities during a parking maneuver.

NOTE: When teaching this lesson, the instructor should simulate the situation for the driver. The instructor may prefer to use a painted line or a taped line to represent an actual curb. This will prevent damage to the tires from contact with the curb. The lesson will require two adjustable barriers 4 feet tall and 7 to 8 feet in length. The barriers need to be placed at each end of the stall at right angles to the curb.



Different types and sizes of vehicles require different setups. They are as follows:

Transit - The parking space is equal to the length of the vehicle plus 6 feet.

Conventional - The parking space is equal to the length of the vehicle plus 7 feet.

Vehicles less than 7 feet 6 inches in width - The barrier is to be 7 feet in length, and the parking space is the length of the vehicle plus 6 feet.

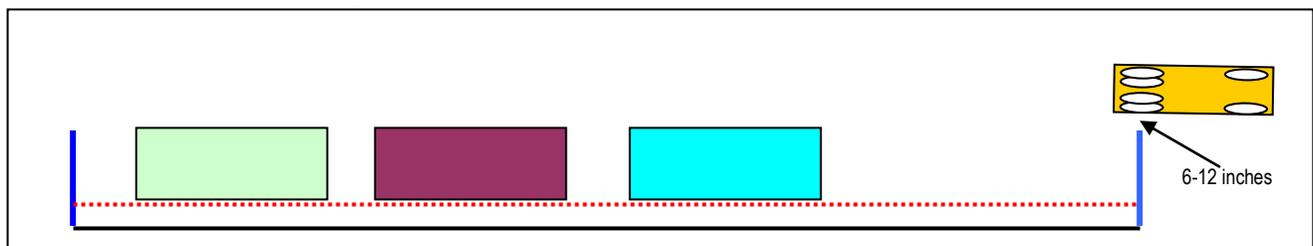
To be proficient in this procedure, the driver must be able to back into the parking space without hitting either the front or rear barrier and without touching the curb with the tires. The vehicle should be parallel and no more than 18 inches from the curb on completion of the maneuver. The driver must also be able to pull out of the parking space without hitting the barriers.

The driver makes the maneuver with the parking space positioned on the right side of the vehicle. This procedure should be performed as though the driver was in a lane of traffic with other motorists.

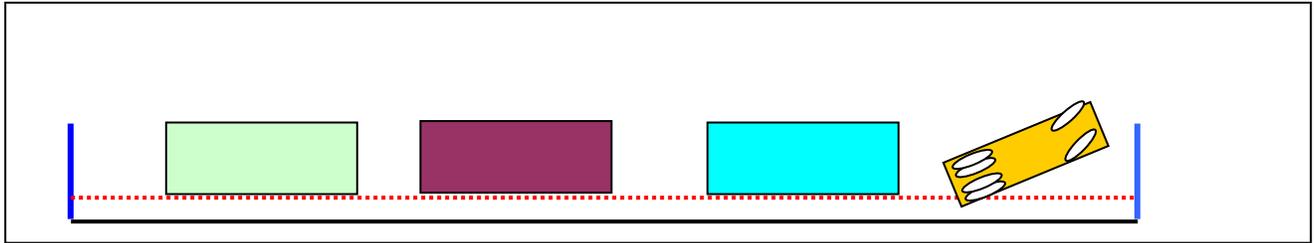
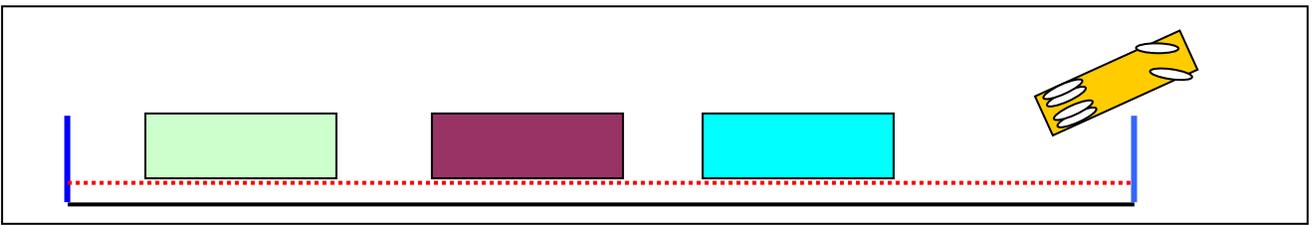
When making the approach to the parking space, the driver must signal in advance to warn other motorists. The driver must ensure that the vehicle is parallel to the parking space. The driver needs to constantly monitor the mirrors on both sides of the vehicle.

Procedures:

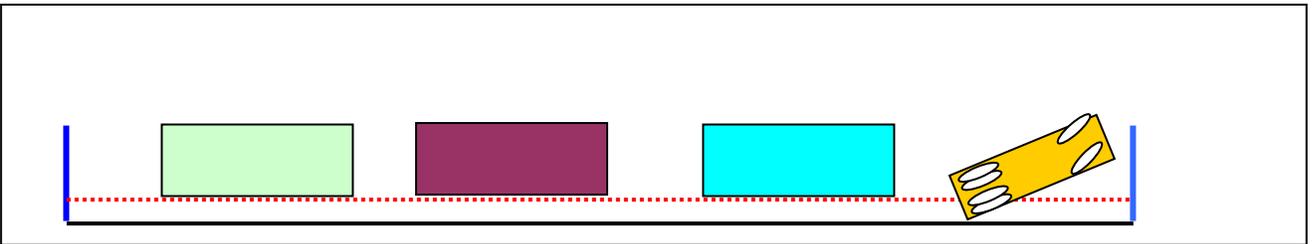
- Check the left flat mirror for traffic flow.
- Activate the right turn signal.
- Position the vehicle parallel to the curb approximately 6 to 12 inches from the outside edge of the barriers. Stop the vehicle when the rear axle is even with the front barrier.



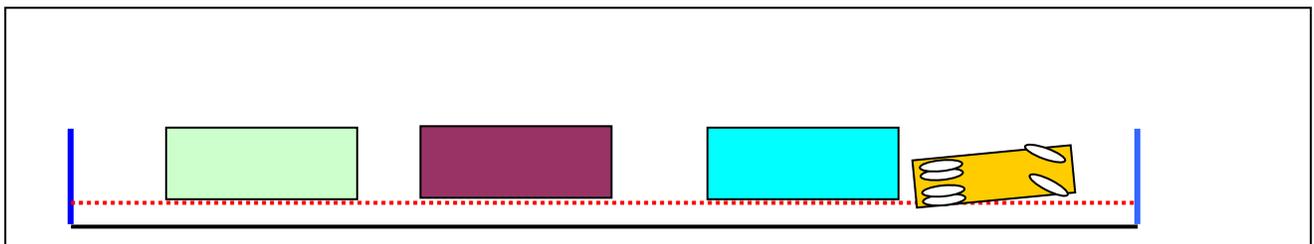
- Turn the steering wheel full lock right. Recheck the traffic and sound horn. When safe to do so, place the transmission in reverse and start to back slowly.
- When the driver can see the inside edge of the back barrier in the left flat mirror, straighten the wheel.



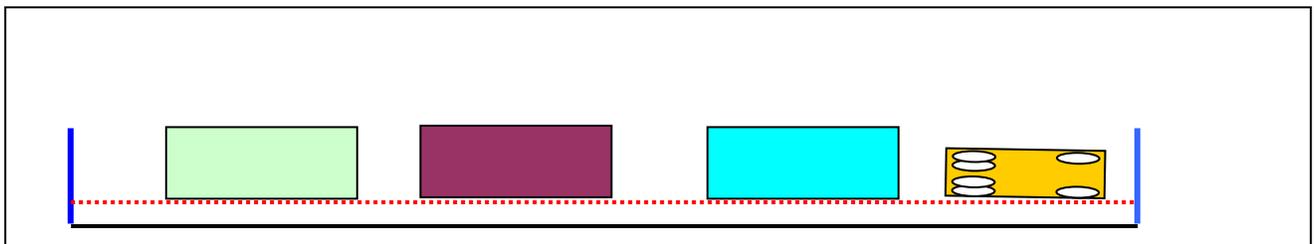
- Continue to back carefully until the right rear bumper reaches the curb or line.
- Turn the steering wheel full lock left until the vehicle clears the front barrier. Continue monitoring the right flat mirror until the back outside dual tire is approximately 12 inches from the curb. The front of the vehicle should be approximately 3 to 4 feet behind the front barrier. When the rear axle is 6 inches from the curb, stop the vehicle.



- Turn the steering wheel full lock right. Drive the vehicle forward while adjusting the steering wheel.



- When the vehicle is parallel and within 18 inches of the curb or curb line, stop.



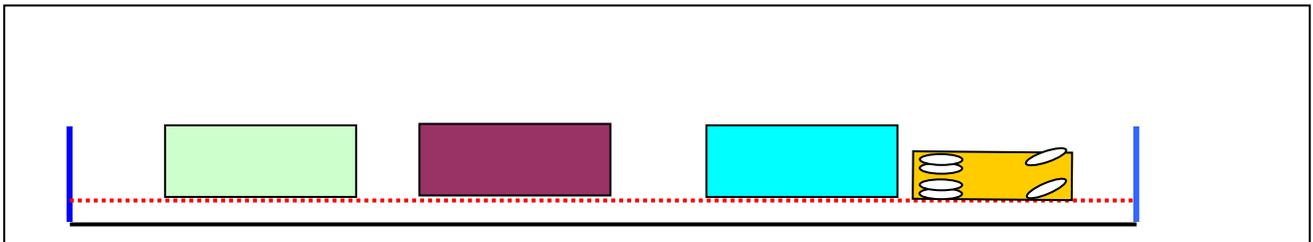
- The driver must use the ground reference in conjunction with a vehicle reference to know the exact position of the vehicle. The vehicle references used in this lesson are guidelines only. The exact vehicle reference will depend on the turning capabilities of the vehicle being used.

NOTE: Before teaching this procedure, it is important that the instructor position the vehicle in the parking stall within these guidelines. The instructor must also know the vehicle and ground references. Explain to the trainees how to distinguish these references. Instruct the drivers that, if they are ever in doubt while backing, they should get out and take a look. It is better to check it now than hit something later.

Pulling Out of a Parking Space

Procedures:

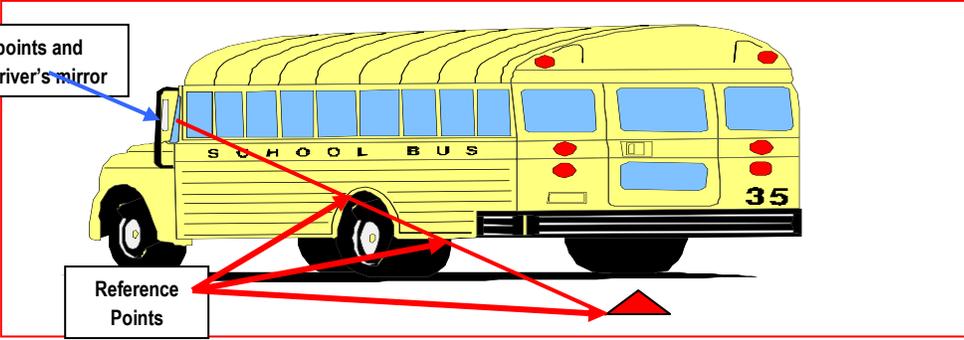
1. Place the transmission in reverse and slowly and carefully back the bus until it is approximately one foot from the back barrier.
2. Check the mirrors (as directed from the mirror guide) before entering traffic on the left side of the vehicle.
3. Turn the steering wheel full lock left.



4. Recheck mirrors and activate left turn signal.
5. Pull out slowly, watching the front barrier, and check the rear swing of the vehicle which could strike a problem object. If the vehicle cannot clear the barrier without backing, continue to step 6. If the vehicle can clear the barrier, go to step 8.
6. Stop the vehicle within one foot of the front barrier, turn the steering wheel full lock right, sound horn, and back slowly, while watching the right flat mirror. Do not contact the curb with the back tires. Continue to monitor mirrors closely.
7. Back up approximately three feet and stop the vehicle. Turn the steering wheel full lock left, recheck the mirrors, and, when safe to do so, enter traffic.
8. When the vehicle is able to clear the front barrier, straighten the steering wheel and cancel the left turn signal.

Baking Reference Point Exercise: Place a cone twelve inches behind the left side of the bus. Have a driver hold one end of a string up while another driver holds the other end at the base of a cone. Ask the driver of the bus to sit comfortably and simply turn his/her head slightly and sight down the string, using the driver's mirror. The driver should find a spot where the string lines up with an identifiable feature on the bus body. This will usually be somewhere between the rear axle and the rear edge of the wheel-well. This becomes the reference point for this driver when backing up.

View of reference points and string as seen in driver's mirror



Reference Points

SECTION BTW-3: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL TWO

DRIVER PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed in Skills Level Two before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
BACKING Blind areas										
Straight-line backing										
Gradual backing crossover										
Sharp backing crossover										
Backing weave										
Backing into a stall										
TURN SIGNALS/HAZARD LIGHTS										
FIVE-COUNT MIRROR SYSTEM										

SECTION BTW-4: BEHIND-THE-WHEEL TRAINING
TRANSMISSION CONTROL & SHIFTING PROCEDURES
SKILLS LEVEL THREE

Notes and Comments

PURPOSE

To explain the double-clutching procedures, stress the need for throttle control, and teach the methods for finding correct shifting points.

To teach the trainee to become proficient in transmission control, reduce the maintenance costs to the employer, and give the trainee the confidence needed to be a good professional driver.

OBJECTIVES - Achieve trainee proficiency in:

- Proper throttle control.
- Proper use of transmission.

Note - Each trainee will establish a solid career foundation once the operational techniques in this skills level are mastered.

It is the trainer's responsibility to provide a positive and successful learning experience for each trainee. The trainer must be able to demonstrate, under actual operating conditions, each skill contained in this skills level. Thus, the trainee will be able to observe correct operating and driving procedures in action and to gain a better understanding of what is expected of a successful driver.

The following guides should be incorporated in the instruction:

- Explain and demonstrate each procedure.
- Give reasons for each procedure.
- Use simple, clear terminology.
- Stress key points. Explaining too much at one time may confuse the trainee.
- Give the trainee a chance to ask questions and give feedback.
- Use individualized instruction when necessary. People learn at different rates.
- Test all trainees at every step and let them know how they are doing. Maintain a positive and helpful attitude. Make the learning experience a successful one.
- Ensure that the trainee understands all the terms in the glossary.

SHIFTING LESSON - GLOSSARY OF TERMS

Advanced Throttle Control - Being able to quickly adjust and control the engine rpm to match the vehicle's road speed, in order to make correct shifts when going up or down hill.

Clutch Brake - A friction device in the clutch assembly that stops the engine gears in the transmission from turning when the clutch pedal is depressed to the floorboard.

Clutch Pedal - The pedal that engages or disengages the clutch. The term "disengage" means to separate the engine power from the rest of the drive train.

Dead Throttle Start - Moving the vehicle from a stopped position using no throttle application.

Downshift - Shifting the transmission to a lower gear.

Engine Gears - The gears in the transmission controlled by the engine when the clutch is engaged.

Engine Speed - The revolutions per minute (rpm) the engine is running.

Exact Shifting Point - A point at which the gears in the transmission, which are controlled by the engine speed, are rotating at exactly the same speed as the wheel gears in the transmission that are controlled by the drive (rear) wheels (road speed).

Gear Range - The range between the top road speed and the bottom road speed of a specific gear.

Gear Split - The range between the top rpm and the bottom rpm of a gear.

Midrange Shift - A shift that is made somewhere between the top and bottom of the gear range.

Minimum Throttle Start - Moving the vehicle from a stopped position using minimum throttle application.

Reestablishing Road Speed - After a top road speed for a certain gear has been established and a shift to a higher gear has been completed, returning the vehicle to the road speed established just prior to the shift.

Riding The Clutch - Placing and leaving the left foot on the clutch pedal. This could shorten the life of the clutch release bearing and may result in slipping the clutch.

Road Speed - Miles per hour (mph) the vehicle is traveling.

Rolling Up Rpm's - Raising engine rpm gradually.

Setting Up The Vehicle Shifting Points - Applying a method to find the exact shifting points for a vehicle.

Shift Lever - Gear shifting device located in driver's compartment.

Shift Pattern - A diagram showing the location of the gears.

Slipping The Clutch - When the clutch is only partially engaged, not allowing total power to transfer from the engine to the transmission.

Speedometer - An instrument that records road speed of the vehicle (mph).

Sustained Lugging - Over fueling the engine for a long period of time; for example, while climbing a long grade.

Tachometer - An instrument that records engine speed (rpm).

Temporary Lugging - Over fueling the engine for a short period of time; for example, pushing the throttle all the way just after completing an upshift.

Throttle - The pedal (accelerator) that controls the amount of fuel going to the engine

and thus raises or lowers engine rpm.

Throttle Control - The regulating of engine rpm by the driver through the use of the throttle pedal (accelerator); or the raising or lowering of engine rpm in a controlled manner.

Top Tachometer Setting - The top rpm at which the engine is to be efficiently operated. This figure will change depending on the type of engine being used.

Upshift - Shifting the transmission to a higher gear.

Wheel Gears - The gears in the transmission controlled by the drive wheels.

VEHICLE SELECTION

The criteria for the selection of vehicles are as follows:

- It is mandatory that the vehicle have a good working speedometer to indicate the vehicle's road speed (mph).
- It is strongly suggested that the vehicle have a good working tachometer to indicate the engine speed (rpm).

The above two instruments will provide the driver with the information needed to correctly shift the transmission and minimize wear on the clutch and transmission. These instruments, used correctly, will reduce maintenance cost.

- The vehicle should be in good working order and all the controls adjusted properly; for example, shift linkage, clutch, and so forth.

By using a vehicle that is in good mechanical condition, the trainees will be able to establish a proper frame of reference that they can use throughout their driving career.

SITE SELECTION

Site selection for this skills level is extremely important. The driver may be under a lot of stress during this time.

Generally, individuals will comprehend and retain information better if they are under less strain. The site selected for this lesson should be free from traffic, and the roadway must be as straight and flat as possible. By selecting this type of site, the instructor will be able to concentrate on what the trainee is doing and not have to watch for traffic, thus relieving stress.

Success in this skills level depends largely on the ability of the instructor to select a proper and adequate training site. Searching for a suitable site may take time, but the difference it makes in the training program for this skills level will benefit the organization.

THROTTLE CONTROL

Throttle control, during actual driving, is required in order to correctly shift gears in the transmission. The better control the trainee has of the throttle, the smoother the shift will be. The correct procedure for teaching throttle control is as follows:

- Place transmission in neutral or park and start the engine.
- Identify and explain the top tachometer setting.

- Allow the trainee to become thoroughly familiar with the throttle.
- Have the trainee roll the tachometer up and down to different settings and hold. The better control the trainee has of the throttle, the easier the shifting procedure will be.
- Give the trainee enough time to develop good throttle control.

DOUBLE-CLUTCHING PROCEDURE

The double-clutching procedure enables the trainee to control the speed (rpm) of the engine gears in order to correctly match those gears to the speed of the wheel gears (mph) during a shift. When performed correctly, this procedure also eliminates slipping of the clutch.

The instructor should explain to the trainee the five-count double clutching procedure (with engine off). The steps to successfully teach the double-clutching procedure are:

- Disengage (open) the clutch (clutch down) and move the gearshift lever into neutral.
- Engage (close) the clutch (clutch up). Between steps 2 and 3 of this procedure, the trainee should adjust the engine rpm's to a specific point and hold steady.
- Disengage (open) the clutch (clutch down).
- Move the gearshift lever into the proper gear.
- Engage (close) the clutch (clutch up).

The trainee must be able to demonstrate this procedure proficiently before continuing.

ESTABLISHING EXACT SHIFTING POINTS FOR A STANDARD TRANSMISSION

To establish the exact shifting points for a vehicle equipped with a standard transmission, the driver must:

- Determine the top engine rpm for the vehicle to be used. This information should be available in the owner's manual or operator's manual.
- Read the engine speed (rpm) (tachometer).
- Read the vehicle road speed (mph) (speedometer).
- Know how to correctly control and match the engine speed with the road speed (correct throttle control).

Note: Demonstrate the correct shifting procedure to the trainee.

Procedure for Establishing Exact Shifting Points

The following procedure for establishing the exact shifting points will work on any vehicle equipped with a standard transmission and a speedometer and tachometer in proper working order.

- Shift into the starting gear.
- Use dead or minimum throttle starting procedure.

- Gradually accelerate to the top tachometer setting.
- While holding the throttle steady at the top tachometer setting, note the road speed (mph).
- When the top road speed (mph) for the starting gear has been established, shift to the next highest gear. Note: Make this shift easy. The shift may be a little rough because the shift point for the next higher gear has not yet been established.
- When you are in the next higher gear, reestablish the top road speed of the previous gear. Make sure the vehicle is moving at exactly the same road speed and the throttle is steady. Look at the tachometer and note the engine speed (rpm). This rpm at the noted road speed (mph) is the exact shift point to be used when shifting from the starting gear to the next higher gear.

Repeat the above procedure for each gear in the transmission to establish the exact shift points for all gears. - Develop a shifting graph for the trainee.

Note: Work with only one up shift until the trainee becomes proficient. Once the trainee is proficient, move to two up shifts and so on. Do not work with downshifting until the trainee understands and is proficient with up shifting.

SHIFTING PROCEDURES FOR A STANDARD TRANSMISSION

Up shifting

The trainee should, at this time, practice using the exact shift points just established. When the instructor is sure the trainee is comfortable with this process, continue with the rest of the lesson. The trainee should have now found the gear ranges and the gear split for each gear in the transmission. Explain this to each trainee.

Up shifting with a 10-Speed Transmission

When up shifting a 10-speed transmission, the driver may choose to skip a gear when appropriate. The driver should establish the exact shift points if this option is selected. Follow the procedure listed below to find the exact shift points:

- Shift into the starting gear.
- Roll the tachometer to the top tach setting.
- Hold the throttle steady and note the road speed.
- Shift to the next selected gear, skipping one gear range (for example, 1st to 3rd, or 2nd to 4th).
- Reestablish the vehicle road speed of the previous gear and note the tachometer setting. This gives you an exact shift point to use when skipping a gear while up shifting. - Develop a shifting graph for the trainee.

Downshifting - Shifting the transmission to a lower gear.

The driver must remember the gear ranges and gear splits to successfully complete the downshifting procedure.

In downshifting while using the top road speed of each gear range, the driver must also use the top tachometer setting. In downshifting while using the bottom road speed of each gear range, the driver must also use the bottom tachometer setting. The following are two examples that should help trainees learn the correct procedures for downshifting:

- If the trainee is downshifting from 5th gear to 4th gear, the trainee must reestablish the top road speed of 4th gear and hold it steady. The trainee is to disengage the clutch, place the transmission in neutral, **engage the clutch**, roll the tachometer to the top, hold throttle steady, disengage the clutch, shift the transmission into 4th gear and engage the clutch. The trainee has now completed a downshift. The driver is to use the same basic procedure when downshifting from any gear to the gear selected. Remember, if the road speed drops, the driver must also drop the tachometer setting with the throttle.
- When downshifting, using the bottom road speed of a gear range, it is necessary to use the bottom tachometer setting. If the transmission is in 5th gear and the road speed is at the bottom of 4th gear, the driver must disengage the clutch, place the transmission in neutral, **engage the clutch**, set the tachometer at the bottom tach setting for 4th gear, hold the throttle steady, disengage the clutch, place the transmission in 4th gear, and engage the clutch. The trainee has now successfully completed a downshift using the bottom tachometer setting and bottom road speed.

Skipping a Gear - Shifting gears in the transmission by skipping at least one gear range (for example, 5th to 3rd, 4th to 1st).

The trainee needs to be very comfortable with the upshifting and downshifting procedures and proficient in the proper use of throttle control before he or she can start this exercise. The trainee has to know the top and bottom road speeds for each gear and the correct shift points in order to perform this exercise successfully. The following are two examples of making correct downshifts in skipping gears:

Example A - Downshifting from 5th to 3rd

- Set the top road speed for 3rd gear.
- Disengage the clutch and shift the transmission to neutral.
- **Engage the clutch.**
- Roll tachometer up to the correct rpm for the top of 3rd gear and hold the throttle steady.
- Disengage the clutch.
- Shift into 3rd gear.
- Engage the clutch.

Example B - Downshifting from 4th to 1st gear

- Set the top road speed for 1st gear.
- Disengage the clutch and shift transmission to neutral.
- **Engage the clutch.**
- Roll tachometer up to the correct rpm for the top of 1st gear and hold the throttle steady.
- Disengage the clutch.
- Shift into 1st gear.

-
- Engage the clutch.

Using this method the driver can shift from any higher gear to any lower gear. These shifts can be made either at the top or bottom of a gear range.

Midrange Shift - A shift that is made somewhere between the top and bottom of a gear range.

Midrange shifts usually are made during turning movements or when the vehicle's speed has been reduced without progressive downshifting.

To establish a correct midrange shift point, follow the procedure below. The following example is a midrange shift for 2nd gear in a 5-speed transmission:

- Properly shift the transmission into 2nd gear.
- Set the road speed of the vehicle where you want to establish the midrange shift point and hold steady (anywhere in that gear range).
- Look at the tachometer and note the setting.
- At that road speed (mph) and that tachometer setting (rpm), a shift into that gear can be made.

Now have the driver apply the method, making the midrange shift that was just discussed. In the following example the driver will be making the shift from 3rd to 2nd gear.

- Set the vehicle road speed at the predetermined speed and hold steady.
- Disengage the clutch and shift transmission to neutral.
- **Engage the clutch.**
- Using throttle control, set tachometer at predetermined rpm setting and hold steady.
- Disengage the clutch and shift transmission into 2nd gear.
- Engage the clutch.

When the trainee understands this method, he or she will be able to establish the midrange shift points anywhere within a gear range. The trainee will be one step closer to becoming a master of the vehicle.

Shifting Split - The number of rpm's between the top tachometer setting of a gear and the bottom tachometer setting of the next gear.

When the shift points are established, the driver has also determined the gear splits. For example, if the difference between the top rpm of a gear and the bottom rpm of the next higher gear is 500 rpm's, there is a 500-rpm shifting split. Shifting splits can be used to make either up shifts or downshifts.

Let's use a downshift from 4th gear to 3rd gear as our example. It has been determined that there is a 500-rpm split between the top of 3rd gear and bottom of 4th gear. The following procedure should be used:

The vehicle is in 4th gear and the tachometer is reading 1,300 rpm.

Disengage the clutch and shift transmission to neutral.

Engage the clutch.

- Using throttle control, roll tachometer up 500 rpm's (to 1,800 rpm's in this case) and hold steady.
- Disengage the clutch and shift transmission into 3rd gear.
- Engage the clutch.

Once the shift points have been established and the shifting splits have been determined, a driver can make an up shift or downshift whenever necessary.

SHIFTING WITHOUT A TACHOMETER

Note: The following method can be used to teach a trainee to shift a vehicle that is not equipped with a tachometer.

Keep in mind when referring to the graphs that each vehicle may be different. You need to find out what the shifting points are before you start training. While setting up the vehicle, you should also determine whether the transmission has synchromesh gears. Synchromesh gears will make some difference in the feel when shifting. Such gears will also allow for some error in engine rpm when shifting. It is important to use the throttle correctly in order to perform smooth shifts and save wear on the equipment.

Up shifting Without the Use of a Tachometer

Trainee in the bus - Engine off - Parking brake on - When you explain the process of double-clutching, the trainee should be in the driver's seat. Have the trainee use the clutch and gearshift lever while learning. Use the five-count method to help explain each step of the double-clutching process.

In explaining this process the instructor starts by assuming the vehicle is in motion. With this thought in mind, let's say the bus is in first gear and the driver depresses the throttle and holds a steady speed for just a second. At the moment when the weight of the vehicle is no longer accelerating, the driver starts the double-clutching procedure as follows:

- Depress the clutch and move the shift lever to neutral. This is a critical move when shifting out of any gear. The hand should have light pressure on the shift lever in the direction of neutral. As the clutch pedal goes down, the driver feels the shift lever begin to move. The foot should lead the hand only slightly as movement continues - foot to floor - lever to neutral.
- **With clutch engaged (pedal up)**, release throttle to reduce engine rpm. The pedal stays up as engine rolls down.
- Depress the clutch.
- Shift lever to second gear.
- Release the clutch.

Have the trainee perform these movements several times to learn the coordination of feet and hands. When the instructor feels that the trainee understands and can coordinate the movements, then it is time to begin learning this process with the engine running and the vehicle moving.

When the vehicle is moving, the trainee needs to develop the sense of feel as well as sound and sight.

Sense of Feel

- Vibrations in the bus that indicate the engine is at top rpm.
- Vibrations in the bus that indicate lugging.
- Vibrations in the shift lever that indicate the gears are not synchronized.
- Lack of vibration in the shift lever that indicates the gears are synchronized.

Sense of Sound

- Sound of the vehicle that indicates the engine is at top rpm.
- Sound of the vehicle that indicates lugging.
- Sound of the shift lever that indicates the gears are not synchronized.
- Sound of the vehicle that indicates the gears are ready to shift.
- Sound of the vehicle at various speeds.

Sense of Sight

This might better be termed "sight patterns" or "sight habits," the idea being when or how often to look at gauges, and which gauges. When the trainee is learning to shift, he or she should learn how and when to use the speedometer. The instructor should teach the trainee how to find maximum speed for each gear. The maximum speed for each gear also establishes a shifting point for downshifting from a higher gear.

The senses we have just discussed will be developed while learning how to shift correctly and skillfully.

Bus in training area:

- Little or no traffic.
- Level ground.
- Straight roadway for enough distance to perform two or three shifts.

Trainee driving - Instruct the trainee how to place the vehicle in gear.

- Depress clutch.
- Count to five slowly while waiting for the gears to stop rolling in the transmission before engaging gear.
- Engage the clutch without adding rpm's too soon. "Dead throttle." The trainee has to learn to coordinate the movements between the throttle and the fully engaged clutch.
- Accelerate to maximum governed engine speed. Look at the speedometer to establish maximum road speed for first gear.
- With light pressure on the gearshift lever, depress clutch. As soon as pressure is relieved on the shift lever, move it to neutral.

- Engage clutch (release clutch pedal) and wait while the engine rpm's roll down. The gearshift lever should be positioned toward second gear.
- Using light pressure, but not enough to cause gears to clash, you can feel when the gears match or synchronize.
- At the moment the shift lever begins to move into the gear, the clutch pedal is pushed down. At this moment ask the trainee to note the sound of the engine.
- When the shift lever has entered the gear fully, the clutch is engaged (clutch pedal released) immediately.

While these movements may be somewhat rough or uncoordinated, the trainee needs to continue to practice with direction from the trainer on what points to work on for smoothness. The trainee will, in time, begin to develop a sense of timing in terms of engine rpm drop, shift lever, and clutch pedal movement. The senses of feel, sound, sight, and timing gradually evolve into smooth, coordinated movements. This process is continued while progressively up shifting the transmission.

Downshifting Without Using the Tachometer

Discuss with the trainee how downshifting is similar to up shifting, except for one critical point. Instead of letting the engine rpm's drop when the gearshift is in neutral and the clutch pedal is up, the engine will be revved up. Go to the graph and point out how this works.

- Allow the trainee to move the bus in the starting gear and progressively shift up to third gear. While maintaining road speed in third gear.
- Disengage (open) the clutch (clutch down) and move the gearshift lever to neutral.
- **Engage (close) the clutch** (clutch pedal up).
- Raise the engine to top rpm and hold, while performing the next two steps.
- Disengage (open) the clutch (clutch down) and move the gearshift lever to second.
- Engage (close) the clutch (clutch up).

This same procedure is used to downshift to any gear as long as the road speed is at the maximum for the gear being selected.

Variations occur when the road speed is not at the maximum for the gear selected.

Example: (Midrange Shift) - If you are in third gear and the road speed is halfway between the bottom of second gear and the top of second gear, you would need to rev the engine to approximately half throttle to synchronize the shift into second gear.

SHIFTING PROCEDURES FOR AN AUTOMATIC TRANSMISSION

Automatic transmissions can be shifted two ways:

- The driver can put the shift lever in "D" (drive) position, and the transmission will shift automatically.
- The driver can "manually shift" the transmission, selecting and controlling each gear range as needed.

Procedures for establishing exact shifting points

- Determine the top tachometer setting to be used.
- Shift into the lowest gear range.
- Accelerate to the top tachometer setting.
- While holding the throttle steady at the top tachometer setting, note the road speed (mph).
- Now that the top road speed has been established for that gear range, move the shift lever to the next highest gear range.
- In the next gear range, reestablish the top road speed of the previous gear range. Be sure the bus is rolling at exactly the noted road speed and the throttle is steady. Look at the tachometer and note the engine speed (rpm). This is the exact shifting point into the next gear range at that road speed.
- Repeat this procedure for each gear range in the transmission.

By setting up an automatic transmission, and establishing the exact shift points for upshifting and downshifting, and establishing the gear splits, a driver can manually control the vehicle in all situations.

Some of the reasons for manually shifting an automatic transmission are:

Selecting the proper gear range for the speed you are traveling can avoid undue searching by the transmission for the required gear. This generally occurs at less than freeway speeds.

Selecting the proper gear range at the right time may assist the driver in keeping the engine rpm in the correct range to avoid unnecessary lugging while climbing grades.

Selecting the proper gear range is important while descending grades in order to help control the bus speed and help avoid heating the brakes.

Note: - Discuss the manual shifting method with your director and/or supervisor and consult the operator's manual before using the method.

SHIFTING A TWO-SPEED REAR AXLE

Shifting into the Low-Speed Ratio

- On level grades or at high speeds:
 - Keep the accelerator pedal depressed and push the switch control down.
 - To complete the shift, release the accelerator pedal and then depress the accelerator again as quickly as possible.
- On upgrades or at slow speeds:
 - To complete the shift, keep the accelerator depressed and disengage and reengage the clutch as quickly as possible.
- On downgrades against the engine:
 - Release the accelerator pedal and push the switch control down.
 - To complete the shift, press down on the accelerator pedal enough to synchronize the gears; then immediately release the accelerator.

Shifting into the High-Speed Ratio

- On downgrades against the engine:
 - Release the accelerator pedal and pull the switch control up.
 - To complete the shift, disengage and reengage the clutch with the accelerator pedal released.

- At anytime except on downgrades against the engine:
 - Keep the accelerator pedal depressed and pull the switch control up.
 - Gradually release the accelerator to complete the shift. Do not depress the accelerator until the shift is completed.

Split Shifting

To shift to the next higher gear in the transmission and at the same time from the high-speed to the low-speed to the low-speed axle, shift the transmission in the usual way and push the switch control down just before engaging the clutch.

To shift to the next lower gear in the transmission and at the same time from the low-speed to the high-speed axle, pull the switch control up and release the accelerator, then complete the transmission shift in the usual way.

For best performance it is recommended that you park as well as start with the axle in the low range.

SECTION BTW-4: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL THREE

DRIVER PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed in Skills Level Three before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
THROTTLE CONTROL										
STANDARD TRANSMISSIONS										
DOUBLE-CLUTCHING PROCEDURE										
ESTABLISHING EXACT SHIFT POINTS										
UPSHIFTING										
DOWNSHIFTING										
SKIPPING GEARS										

TASK	TIME					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
MIDRANGE SHIFT										
SHIFTING SPLIT										
AUTOMATIC TRANSMISSIONS										
ESTABLISHING EXACT SHIFT POINTS										
UPSHIFTING										
DOWNSHIFTING										
GEAR SPLITS										
TWO-SPEED REAR AXLE										
UPSHIFTING										
DOWNSHIFTING										
SPLIT SHIFTING										

SECTION BTW-5: BEHIND-THE-WHEEL TRAINING

GENERAL DEFENSIVE DRIVING TECHNIQUES

SKILLS LEVEL FOUR

Notes and Comments

PURPOSE

To help the trainee achieve competency in general defensive driving techniques as well as in the legal operation and control of the bus. Instill in the trainee the skills needed to safely accomplish crossing railroad tracks.

OBJECTIVES:

- Teach the trainee general defensive driving techniques progressing from simple to complex driving environments.
- Introduce the trainee to a variety of railroad crossings in the driving environment.
- Identify regulations for operating a school bus across railroad tracks.
- Enhance the trainee's ability to apply the legal and common sense procedures for railroad crossings encountered.

Note - Lesson plans are presented in this section to cover the common aspects of defensive driving as well as the legal operation and control of the vehicle.

Important concepts of general defensive driving techniques in different operational settings are embedded in the lessons. Each lesson contains safety considerations that are unique to a specific driving terrain and may not be covered in another lesson.

Information provided on railroad grade crossings should be incorporated into each lesson where appropriate.

GENERAL DEFENSIVE DRIVING - GLOSSARY OF TERMS

Business District - The territory contiguous to and including a highway when within any six hundred (600) feet along the highway there are buildings in use for business or industrial purposes, including hotels, banks or office buildings, railroad stations and public buildings which occupy at least three hundred (300) feet of frontage on one side or three hundred (300) feet collectively on both sides of the highway.

Constant Speed - Maintaining smooth and consistent speed control to improve efficiency and comfort.

Gap - The space between vehicles into which the driver must merge when entering traffic.

Highway - The entire width between the boundary lines of every way publicly maintained when any part is open to the use of the public for vehicular travel, with jurisdiction extending to the adjacent property line, including sidewalks, shoulders, berms and rights-of-way not intended for motorized traffic. The term "street" is interchangeable with highway.

Lateral Positioning - Selection of lanes and positions within groups of traffic to allow the greatest room to maneuver.

Methods of Communication - Using the proper means of communicating with other

drivers, for example, signals, horn, light, brake lights, hand position, eye contact, speed reduction. The act of transmitting the driver's intentions to other roadway users.

Obstruction - Physical objects limiting visual distance.

Reaction - The response the driver exhibits after receiving information.

Reaction Time - The time delay between when the driver sees a hazard and when action is initiated.

Regulatory Signs - Signs with words and phrases that give directions to a driver and that must be obeyed just like any other traffic law.

Timing - Nonverbal Communication -- Giving adequate notice to other roadway users of the driver's intentions; for example, using the turn signal at the appropriate time when preparing for a turn.

Visual Check - Specific checks of traffic at intersections and during driving maneuvers.

Visual Fix - The direction in which the driver is looking while making a turn.

Visual Lead - The distance the driver looks ahead while driving.

VEHICLE SELECTION

Within this skills level it is advisable to have the trainee learn and develop general defensive driving techniques on the different types of vehicles they may operate. However, the vehicle(s) must be equipped as required by law and regulation and in safe operating condition.

SITE SELECTION

Rural Site Selection - Before teaching this lesson, the trainer should design and drive a training route in a rural area. The route should be planned for an area, rather than for specific streets and roads, to allow the flexibility necessary to repeat portions of the route or maneuver when the trainee experiences difficulty.

The trainer should establish a median between having turns and maneuvers too close together and having them so far apart that the trainee does not receive sufficient practice. When possible, plan a short series of maneuvers (three or four), followed by a period of straight driving. A pattern of this type allows the trainee and the trainer time to review the skills before moving into another skill or maneuver.

The rural route lesson should include but not be limited to the following characteristics:

- A series of left turns.
- A series of right turns.
- Yield and stop intersections.
- Intersections with obstructed vision.
- Limited vehicle, pedestrian, bicycle interaction.
- A variety of traffic signs and pavement markings.
- A straight road segment on which to practice speed control.

- Curves and hills at low and moderate speeds.
- Uncontrolled intersections.

Residential Site Selection - Planning a residential route involves the difficulty of providing the trainee a variety of experiences without entering traffic situations that are beyond the trainee's ability. Residential developments generally have very consistent characteristics; that is, one street often presents situations that are almost identical to those of any other street.

The residential route lesson should include but not be limited to the following characteristics:

- An area that is relatively free of children.
- Signal-controlled intersections.
- Moderate cross traffic at a number of intersections.
- Obstructions to visibility.
- Stop on a hill.
- An intersection with turn lanes.
- Areas or intersections with sharp turns.

Urban Site Selection - Unlike the residential environment, the urban environment presents constant and dramatic changes. This lesson should progress from a residential area at the start, to a transition area, and then to an urban expressway. The trainee may not be able to complete the entire progression in one lesson, much less attain complete competency.

The urban lesson should include but not be limited to the following characteristics:

- A transition area between residential and urban areas.
- Lane changing.
- Enter, merge, and exit areas on freeway.
- Passing on freeway.
- Complex urban intersections.
- Bridge travel.
- Traffic circles, if available.
- Lane selection areas.

INTRODUCTION TO DEFENSIVE DRIVING

PURPOSE

To acquaint the trainee with the operation of the vehicle covering specific defensive driving situations as well as concepts from the previous lessons (Review: mirror usage, backing, turning, and shifting techniques).

OBJECTIVES

- Introduce the trainee to driving a vehicle in highway traffic situations and interacting with other roadway users.
- Allow the trainee to practice basic defensive driving skills in an environment where the intensity of traffic situations is low and where speed can be safely held to a minimum.
- Transfer the basic driving skills from previous skills levels to the rural driving environment.
- Introduce and practice the technique of commentary driving. Commentary driving is a technique in which the trainee verbalizes all important driving actions and thoughts.
- Develop perceptual skills and increase the trainee's ability to assess hazards and risks.
- Apply the three major visual/perceptual concepts while driving: visual lead, visual fix, and scanning.

Note - Give directions to the trainee well in advance of a turn or maneuver in order to allow adequate preparation time.

Avoid having the lesson become only a series of directions to the trainee. Ask questions when time allows and have the trainee comment on various defensive driving techniques.

Review the perception factor concept with the trainee, as it relates to defensive driving.

Employ the technique of commentary driving throughout the lesson. Commentary driving is important to the trainer because the thinking processes of the trainee can be evaluated.

Another useful technique is the three's-a-crowd rule. Trainees should be instructed to avoid positioning their vehicle between two existing hazards while driving. The trainee may have to accelerate or decelerate to prevent the three's-a-crowd positioning.

Another useful technique is the drive alone rule. Trainees should be instructed to avoid traffic clustering or grouping. This technique incorporates proper following distance and "reading the road ahead," and may require accelerating or decelerating in order to maintain the drive alone or circle of safety concept.

Allowing others to "cut in" or merge and then dropping back becomes a necessary part of this driving technique. The drive alone zone or circle of safety can be large or small depending upon existing conditions.

SIGNS, SIGNALS, AND MARKINGS

Octagon -- Stop. Come to a complete stop. Yield right-of-way to pedestrians. Stop behind marked or unmarked crosswalk or stop line. If there is no stop line or crosswalk, stop at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway.

Inverted triangle -- Yield. This sign warns the driver to slow down and be ready to stop, if needed. The driver should give right-of-way to traffic and pedestrians.

Diamond -- Warning. Diamond-shaped signs alert the driver to possible dangers ahead. The driver must adjust driving to avoid these dangers.

Vertical rectangle -- Regulatory. This sign contains information about traffic laws and regulations.

Horizontal rectangle -- This sign provides directional information.

Round -- Railroad. This sign warns of a railroad crossing. Slow down and be prepared to stop.

Pennant -- No passing. This sign is located on left side of the road.

Pentagon -- School. The driver must slow down and watch for children.

Triangle -- Slow-moving vehicle. The driver of a vehicle carrying this sign must not travel faster than 25 miles per hour.

Shields -- Guide. This sign identifies a highway by number and symbol as part of a national, state, or local system.

Colors -- The designated colors and their meanings are as follows:

- Red - Stop, yield, or a prohibition.
- Yellow - Warning.
- Orange - Construction and maintenance warning.
- Green - Indicated movements permitted and direction guidance.
- White - Regulation.
- Black - Regulation.
- Blue - Motorist services guidance.
- Brown - Public recreation and scenic guidance.

Traffic control signals - The traffic light colors are:

- Red - Stop at stop line or behind crosswalk.
- Yellow - Warning. Light is about to change from green to red. Do not enter intersection.
- Green - Go, but first check to see that intersection is clear. Yield to vehicles and pedestrians in intersection.

Arrow - Steady green - Turn in the direction shown by arrow. Yield to pedestrians and other traffic in intersection.

Flashing signals

- Red - Come to full stop. Proceed when road is clear.
- Yellow - Caution. Slow down, look carefully, and proceed with caution.

Lane signals

Green - A steady green arrow pointed downward indicates the driver is permitted to drive in that lane.

Yellow - A steady yellow X indicates the driver should clear that lane because the signal

is to change to red.

Red - A steady red X indicates the driver should not drive in that lane.

Pavement markings - Yellow lines

- Yellow lines separate traffic lanes moving in opposite directions.
- Broken yellow lines indicate passing is permitted when broken line is on driver's side of road.
- Solid yellow lines on driver's side of road indicate do not pass.
- Double solid yellow lines on two-lane roads indicate center of road.
- Center lane, left turn only: Marked on both sides by solid yellow and broken yellow lines. Use only when turning left. Do not use for passing.

Pavement markings - White lines

- Broken white lines separate traffic lanes moving in same direction.
- Solid white lines are used to channel traffic and prevent lane changes near intersections.
- Crosswalk lines indicate where pedestrians are to cross. Do not block crosswalks. Yield to pedestrians.
- Stop lines indicate where a vehicle must stop at intersections.

Symbols

White arrows - Lanes marked with white arrows indicate the direction in which the driver must proceed.

Identify - Predict - Decide - and Execute (IPDE)

You rely very heavily on vision to guide your vehicle along the roadway. Safe and efficient driving, however, requires more than just seeing. It is being able to interpret what you see and taking the appropriate action once the traffic situation has been correctly interpreted.

The trainer's role is to instruct the trainee in developing a systematic method of seeing, interpreting, and responding to the ever-changing traffic scene. IPDE can help meet that objective.

I - The I stands for identify. You must be able to identify the relevant cues, which involves more than just seeing. It includes interpreting or giving meaning to what you see. To identify and interpret relevant cues, you must know how to look, where to look, and what to look for.

To identify hazards, you must constantly search the traffic scene carefully. Quick glances should be taken all around (to the front, to the sides, and in the mirrors) both near and far. Since the traffic environment changes constantly, these glances must be taken continuously.

P - The P stands for predict. You must be able to predict the significance of the relevant cues. Once you have identified a hazard in the driving environment, you must predict how the hazard might affect your planned path of travel.

To avoid the hazard, "Should I speed up, slow down, turn to the right, or turn to the left?" This is the type of question you must ask yourself. During this stage of the process, you are interpreting the information you have identified and are judging where conflicts may occur.

D - The D stands for decide. You must decide what to do, now that you have identified a hazard and have predicted its effect on your path of travel. Nothing is more crucial to safe driving than being able to make a wise decision, in time, under specific circumstances.

The options available include:

- Deciding to change speed by slowing down or speeding up.
- Deciding to change directions or location by moving into some area of the space cushion around your vehicle.
- Deciding to communicate your location and plans to the other traffic in which you are in conflict.

E - The E stands for execute. You now execute your decision. To carry out a decision to avoid a conflict, you must take one or more of the following actions:

- Accelerate.
- Brake.
- Steer.
- Communicate.

SAFETY CIRCLE

The safety circle is an early warning system consisting of three distinct zones. The outer zone is known as the Zone of Recognition, the middle zone is known as the Zone of Action, and the inner zone is called the Accident Zone.

Reinforce the need for using the safety circle. Drivers who maximize their personal early warning system give themselves the most time to avoid involvement in any conflict. Based on the messages transmitted to the brain from the driver's eyes, the motor reflex actions cause the driver to slow, turn, stop, or communicate with the other driver. The trainee must continuously monitor and be aware of the safety circle that surrounds the vehicle. Have the trainee use commentary driving when learning to use the safety circle. It will be easier to evaluate the trainee when developing these correct habits.

DEVELOPING VISUAL TECHNIQUES

A driver looks with the eyes but sees with the mind (perception factor). Unless normal seeing habits in traffic are good, errors in seeing cannot be avoided when hurrying, worrying, irritated, bored, tired, not feeling well, or lost in thought.

Failure to observe properly is a major cause of accidents. The following procedures will assist in developing seeing techniques.

Aim high in steering - Generally speaking, most drivers tend to leave excessive space between the vehicle and the right edge of the roadway. The tendency to drive in the left lane, or in the left portion of any lane, is generally the result of a driver's habit of looking to the left of the lane for steering purposes. Being positioned to the left of center in the vehicle causes the driver to position the eyes to the left of center. Also, a tendency exists

in many drivers to restrict the visual search to the roadway immediately in front of the vehicle being driven. Instruct trainees in the following procedures:

- Practice lengthening the visual search area and execute an occasional brief glance well ahead of the usual search area. Such procedures will assist the driver in the identification process in steering in a straight line or in turns, and in maintaining proper lane position.
- At night the driver must visually search the area illuminated by the headlights. If the driver cannot see beyond the headlights, an eye examination is needed. When visibility is poor and the driver must look nearer the front of the vehicle for proper vision, the high-aim steering habit will automatically reduce speed.

Keep the eyes moving - Important events take place in various parts of the driving scene. The eyes should be moved continually to look near, far ahead, to both sides, and in the rearview mirror.

Keeping the eyes moving will prevent staring. Staring results in concentration in only one area and is a dangerous habit. An entire traffic picture can change instantly. Movement of the eyes increases side vision and provides changes that give a sharp image. Eye movement also helps in maintaining a high degree of alertness.

More abundant and more current traffic facts are available through continued eye movement. By keeping the eyes moving, the driver's brain is constantly receiving reports on surrounding traffic conditions.

The eye-moving technique is not only a side-to-side movement but also a close-up and faraway movement. The latter type of movement increases the driver's accuracy of depth perception.

Get the big picture - The big picture exists in the brain and is the product of information gathered through aiming high and keeping the eyes moving.

Leave an out - Leaving an out means leaving an escape avenue open. This is done by being alert to changing conditions in traffic and visualizing what to do if one of the other drivers makes a mistake. The expert driver leaves an out by allowing adequate following distance and a swerve path to each side. Driving with a space cushion around the vehicle is one aspect of defensive driving.

Practice three-is-a-crowd and drive alone rules - It may also become necessary to simplify some situations when the driver encounters several hazards at the same time. For example, while driving on a narrow two-lane road, you might identify a pedestrian walking on your side of the road and a truck approaching in the oncoming lane. By adjusting the speed of your vehicle, you can avoid meeting the oncoming truck and passing the pedestrian at the same time. The situation has been simplified by separating the two hazards. Using commentary driving, have the trainee note several existing hazards and the defensive action that the driver must take to avoid a conflict. The trainer should observe the trainee and assess whether "driving alone," aiming high," and "getting the big picture" concepts are being put into practice.

Make sure others see the bus - Occasionally, pedestrians and drivers who use incorrect visual habits will need to have their attention drawn to the bus. A tap on the horn to warn the unsuspecting person is preferred to a sudden stop. Sudden stops contribute to rear-end collisions and can cause injuries to passengers inside the bus.

When adverse visual conditions prevail, such as dusk or bad weather, the driver should use the low-beam headlights to assist other drivers and pedestrians in identifying the bus.

Flashing of brake lights, by pumping the brake pedal, when slowing down or stopped,

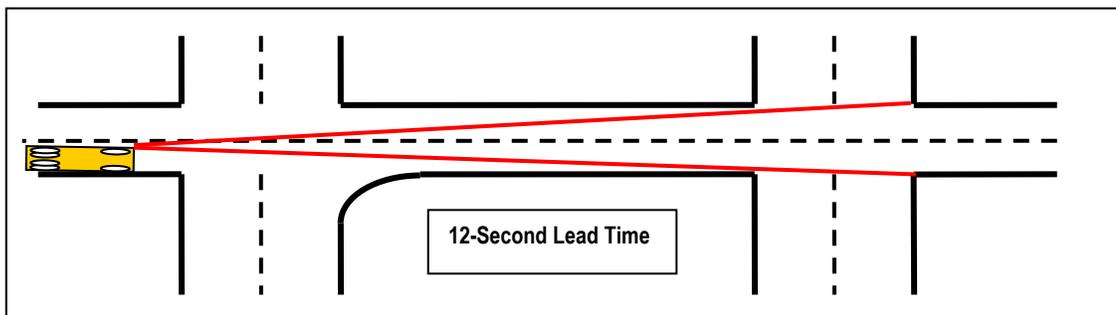
will assist drivers to the rear in noting speed differentials.

The position of the bus on the roadway can affect the ability of the other driver to see the bus. Driving in another vehicle's blind spot for any extended length of time is an example of poor vehicle positioning and should be avoided.

MANAGING TIME AND SPACE

Visual Lead Time - An adequate visual lead is necessary to choose a realistic and immediate, planned path of travel. Such a visual lead allows you to make speed or position adjustments well in advance of possible problems. It also allows you to identify an alternative path if an emergency develops.

Your visual lead time should be at least 12 seconds in city driving and may increase to 20 or 30 seconds for higher speed driving. A lead time of 12 seconds may seem long, but consider that at 30 miles per hour, a 12-second lead is 528 feet or approximately one block. At freeway speeds, a 12-second lead would only be two city blocks ahead of your vehicle.



Following Distance - Because of the difficulty in judging distance, the following technique was devised, based on counting. This technique allows you to determine safe following distance by permitting a one second interval for each 10 feet of vehicle length at any speed.

Use 20 feet for all types of passenger cars. For larger vehicles round out the length to the nearest foot. For instance, if your bus is 38 feet long, round it out to 40 feet.

If your vehicle is 20 feet long, allow 2 seconds of time between your car and the one in front. If your vehicle is 30 feet long, allow 3 seconds, 40 feet long 4 seconds, and so on.

Next, you need a checkpoint over which you will time the passage of your vehicle. You can use a road sign, tar strip in the road, mile marker, lamppost, or any fixed object. As the rear of the car ahead passes the checkpoint you selected, start counting one thousand and one, one thousand and two, one thousand and three.

Depending on the vehicle length that is being used for the time interval, you should not pass the checkpoint with the front of your vehicle before you have completed your count.

You are driving a bus. This falls in the 40-foot category, so you use a 4-second interval for your following distance, 1 second for each 10 feet. As the rear of the car ahead of you passes by your checkpoint, start counting one thousand and one, one thousand and two, one thousand and three, one thousand and four. You should complete the 4-second count before you reach the checkpoint.

If you do not complete the 4-second count, you are following too closely to make a safe stop in an emergency. The time interval of 1-second for each 10 feet of vehicle length is for normal driving conditions.

If conditions deviate from normal, allow more space. Road, weather, and light conditions have a lot to do with a safe following distance. As conditions get worse, allowing more stopping distance is good defensive driving. With the time interval technique, just increase your count. For instance, to double your distance, simply count to one thousand and eight instead of one thousand and four.

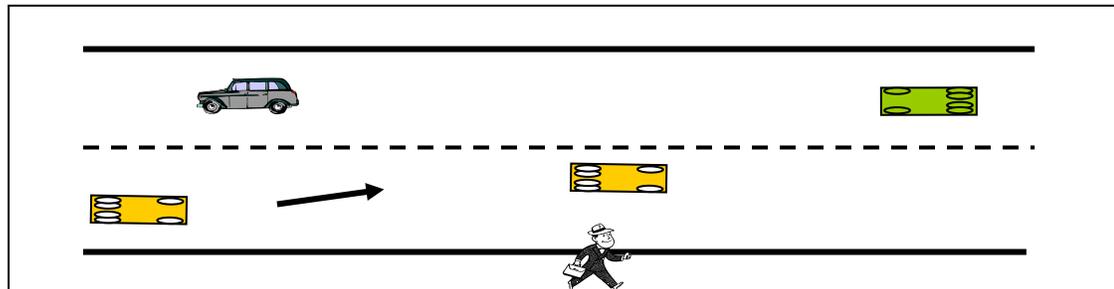
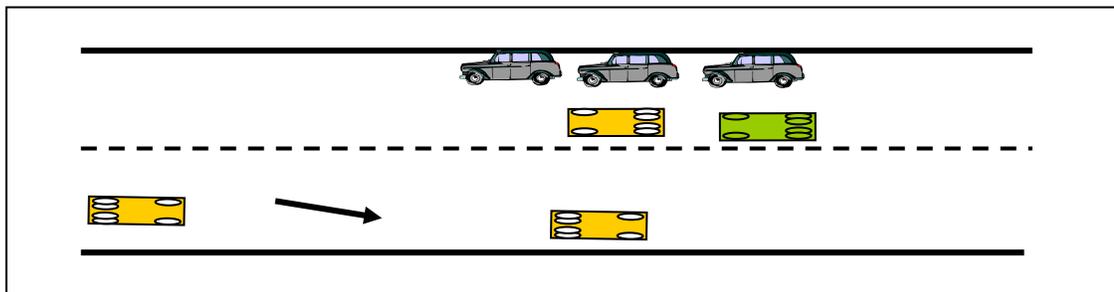
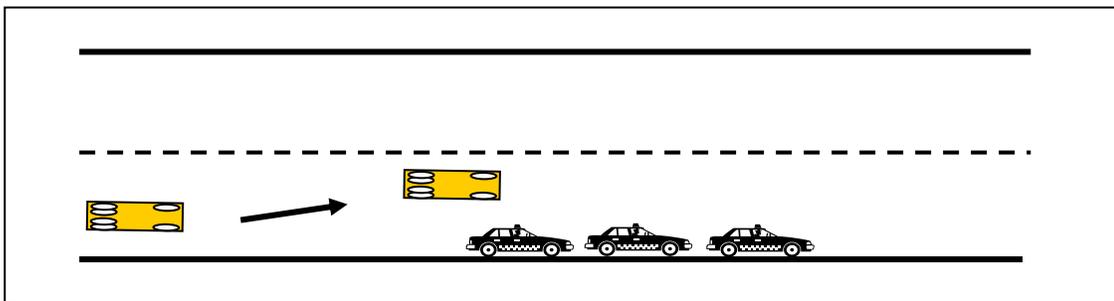
If someone is tailgating you, you can increase your own safety by adding a second or two to your count. That protects you from having to make a sudden stop and getting rammed from the rear. You can make a smoother, longer, more gradual stop with the added time, and that forces the tailgater to do the same.

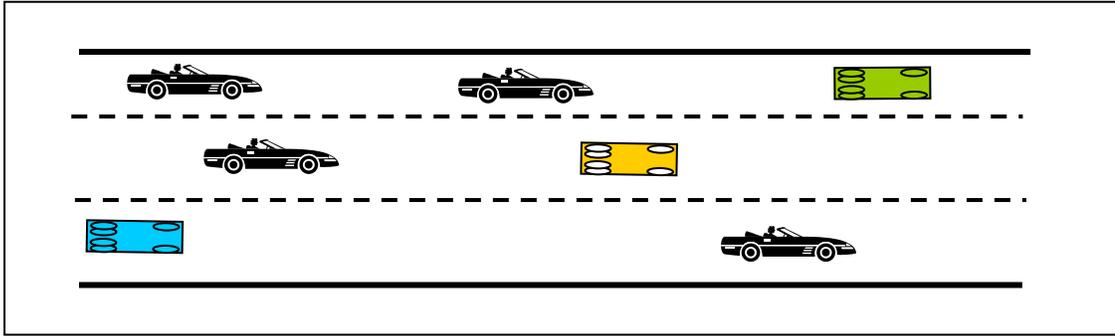
Positioning - The term "space cushion" refers to the clear area or maneuvering room we should maintain around our vehicle. To maintain a space cushion is to have an escape route in which to take evasive action. When we cannot maintain our space cushion in one direction, we should be aware of it and leave ourselves an out in another direction.

Review:

- Blind areas, mirror adjustment.
- Mirror usage, to monitor traffic on either side.

Lateral positioning - Position your vehicle so that you have the greatest amount of space possible between you and any potential hazards.

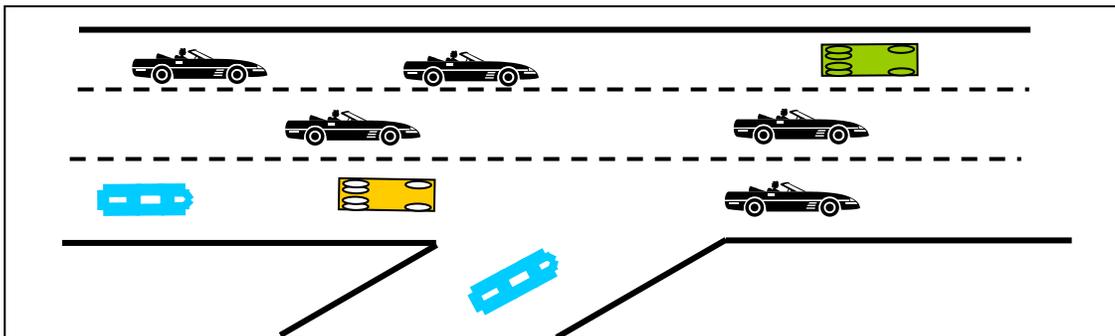
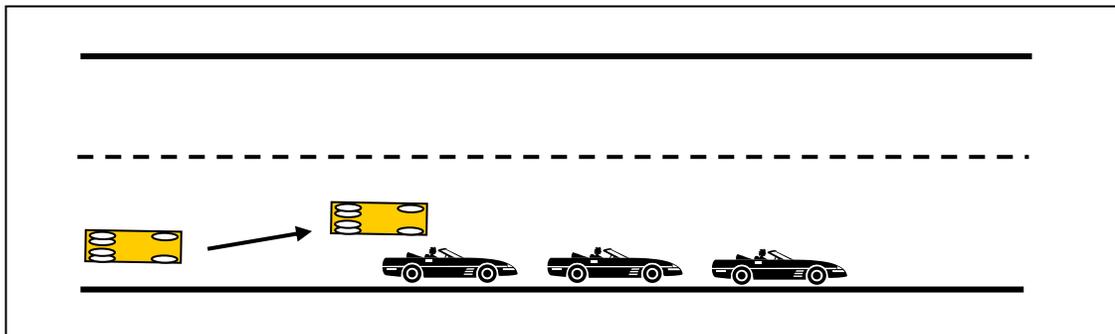




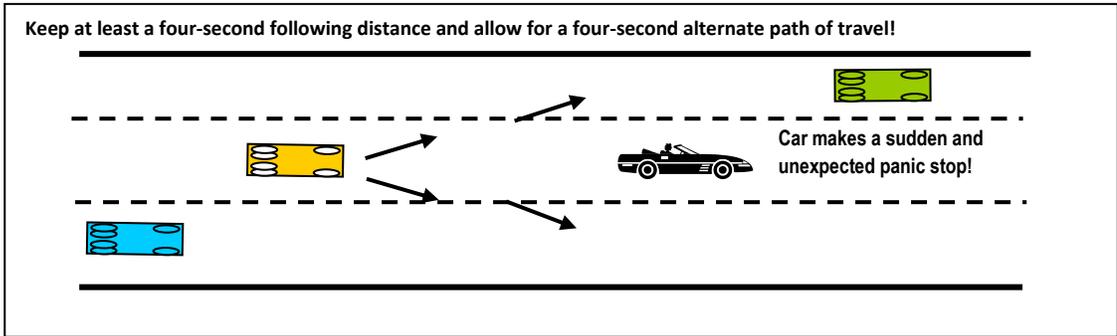
Compromise - At times, separating hazards is not that easy. For example, when adjusting to a sudden slowdown ahead, you also need to allow space to your sides and rear. In this kind of situation, you may have several different factors influencing you at once. Resolving these factors into a single decision is called compromise.

In the first situation illustrated below the driver of the bus compromises by slowing and moving closer to the oncoming parked cars.

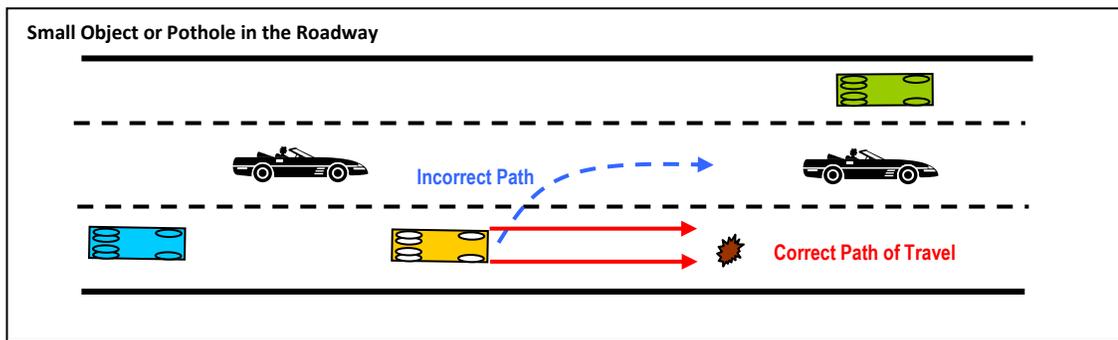
In the second situation illustrated below the bus driver compromises by braking enough to avoid a collision with the car ahead, but not so much that a collision is created with the car behind.



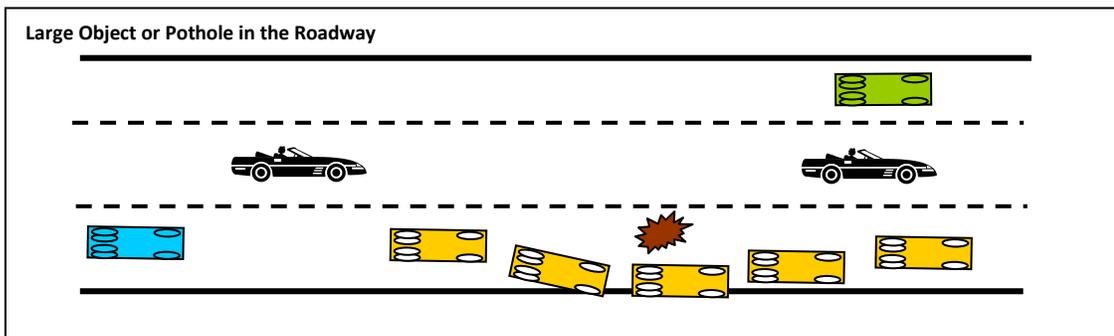
Alternative paths of travel - Escape routes are nothing more than alternative paths of travel. As you drive, you identify an immediate path of travel. This is where you want your vehicle to be 4 seconds from now, based on existing road and traffic conditions. You also need to identify an alternative path of travel; in other words, where would you place your vehicle if your immediate path of travel were suddenly blocked? This 4-second gap is determined by counting. Simply pick a point ahead and count one thousand one, one thousand two, . . . one thousand four.



Small Objects or Potholes in the Roadway - Small, low objects (glass bottles and so forth) and potholes should be straddled. Do not swerve into the opposing lane of traffic.



Large Objects in the Roadway - Large objects should not be straddled. When space is available, it is better to drive to the right of the object.



MANAGING SPEED

There is no one safe speed. Speed has to be adjusted to conditions such as road surface, design of the road, visibility, and traffic.

Basic Speed Law

Drive at a careful and prudent speed that takes into account all driving conditions.

Drive at no greater speed than will permit stopping within the clear distance ahead.

Slippery Surfaces

When the road is slippery, reduce speed in order to be able to stop in the same distance as on a dry surface.

When the surface is wet, reduce speed by one-fourth.

When driving on packed snow, reduce speed by half.

When the surface is icy, reduce speed by two-thirds.

Road Design

All drivers must adjust their speed to the conditions of the road. If you take a curve too fast, two things can happen. The wheels can lose their traction and continue straight ahead, producing a skid; or the wheels may maintain their traction, but the vehicle will not turn, producing a rollover. Braking in a curve is dangerous because it could lock the wheels and make matters worse.

- Adjust to a safe speed before you enter a curve.
- Ease off the accelerator or downshift as necessary. This will allow you to accelerate slightly in the curve and help maintain stability.

How Far You Can See - You should always be able to stop within the distance you can see ahead.

Techniques for Adjusting Speed to Existing Conditions

Periodically observe the speedometer and check speed.

Adjust speed to that of other traffic by:

- Accelerating
- Decelerating
- Braking
- Downshifting

ENTERING TRAFFIC STREAM

When entering the traffic stream, the trainee should do the following:

- Observe traffic to front and rear.
- Look for gap in rear approaching traffic; use the mirrors.
- Yield right-of-way to all vehicles and pedestrians.
- Actuate turn signal.
- Accelerate smoothly into gap in traffic lane.
- Straighten steering wheel.
- Check to see that directional signal has been canceled.
- Accelerate quickly to speed of traffic.

LANE CHANGES

When making a lane change, the trainee should:

- Observe traffic to front and rear.
- Check mirrors to make sure no one is alongside the vehicle.
- As soon as the driver decides to change lanes, make sure there is enough room.
- After the driver has signaled, check to make sure no one has moved into the blind spot.
- Right after starting the lane change, double check that the path is clear.

CURVES

When positioning the bus for a curve:

- For tight right curves keep the left front wheel close to the centerline. This allows the rear wheels to remain on the road surface.
- For tight left curves keep the right front wheel close to the outside edge of the road. This allows the rear wheels to remain on the proper side of the road.

Approach a curve at a speed that will enable the curve to be negotiated safely.

- Observe the roadway ahead for signs indicating maximum safe entering speed.
- Reduce speed, if necessary, to attain posted limit.

When entering and driving through a curve:

- Look well ahead to anticipate the need for steering correction by looking through the curve as far as possible. That way hazards can be detected sooner and appropriate action taken.
- Maintain a position within the lane (do not change or “cut across” lanes).
- Maintain speed throughout a curve by keeping light pressure on the accelerator.
- Reduce speed by releasing the accelerator and applying brakes lightly:
 - Whenever the initial speed results in too great a rate of curvature.
 - Whenever visibility is restricted by darkness, fog, vegetation, or other obstruction.

Accelerate slightly during curve if entry speed proves to be slower than necessary.

When leaving curve, resume original or other safe speed.

HILLS

Select far right lane or auxiliary climbing lane (if available).

Maintain constant speed on upgrades by:

- Applying accelerator pressure.
- Shifting to lower gear.

When approaching the crest on a narrow roadway, keep far to the right.

Slow down slightly when approaching the crest to compensate for limited sight distance.

Look for signs indicating length and/or gradient of downgrade.

Shift into lower gear before beginning a long and/or steep downgrade.

Maintain a constant speed on downgrades by:

- Reducing accelerator pressure.
- Applying the brakes partially throughout descent, if necessary.

When maintaining speeds 20 mph or more below high posted speed limits, activate hazard lights.

When approaching the bottom of the downgrade, resume normal driving speed and cancel hazard lights, if necessary.

When making turns over the crest of a hill or around a curve, activate the turn signal while the bus is still visible to motorists following the bus.

LEAVING TRAFFIC STREAM

Scan roadside for a suitable place to stop.

Observe shoulder for obstructions (trees, poles, signposts).

Look for a spot with no obstructions where the vehicle can be seen by traffic.

Check mirrors.

Signal intention to leave traffic stream.

Reduce speed.

Guide bus gradually off roadway.

Brake gently to a complete stop.

BEING PASSED

Maintain a position in the center of the lane or move slightly to the right, if possible.

Maintain or reduce speed; do not accelerate.

Watch for signals that the passing vehicle plans to cut back in front of bus. These signals are:

- Driver looks back over shoulder.
- Turn signals are flashing.
- Front wheels begin to angle back to right.

Prepare to slow down to provide larger space for passing vehicle to reenter lane or to obtain additional following distance if vehicle cuts in after passing.

STARTING ON GRADES - MANUAL TRANSMISSION

Apply service brake.

Set parking brake (if necessary).

Depress clutch (five-count).

Place gearshift lever in starting gear.

Apply appropriate throttle.

Release clutch to friction point, simultaneously releasing parking brake so that bus does not roll backward.

Release clutch completely and press throttle until bus gains adequate speed to shift into next higher gear.

STARTING ON GRADES - AUTOMATIC TRANSMISSION

Apply service brake.

Set parking brake.

Place gearshift lever in lowest gear.

Simultaneously release parking brake and press throttle so that bus does not roll backward.

When bus gains the appropriate speed, shift manually into next higher gear.

STARTING ON DOWNGRADES - MANUAL TRANSMISSION

Apply service brake.

Set parking brake.

Depress clutch (five-count).

Place gearshift lever in starting gear or numerically higher gear, depending on severity of downgrade.

Release parking brake.

Gradually release service brake.

Release clutch using dead throttle.

STARTING ON DOWNGRADES - AUTOMATIC TRANSMISSION

Apply service brake.

Set parking brake.

Place gearshift lever in appropriate gear, depending on severity of downgrade.

Release parking brake.

Gradually release service brake.

Accelerate, as necessary.

RESIDENTIAL DEFENSIVE DRIVING TECHNIQUES

PURPOSE

To acquaint the trainee with vehicle operation on streets with limited space, increased vehicular and pedestrian traffic, and frequent conflicts. Review following distance, lateral clearances, turns, entering traffic flow.

OBJECTIVES

Introduce the trainee to increased vehicle and pedestrian interaction in a residential area.

Develop the residential driving skills and defensive driving techniques necessary to operate a vehicle safely.

Enhance the trainee's ability to assess hazards and risks in a residential environment.

Assist the trainee in developing the skills necessary to operate a large vehicle in a limited-space environment.

Develop perceptual skills that are unique to residential driving.

Note - Drive the residential route prepared for this lesson. Begin by having the trainee drive at a slow speed and then gradually increase the speed. Driving at a slow speed early in the lesson gives the trainee a period to become reacquainted with operating a large vehicle. Emphasize the increased traffic interaction that can be expected and ask the trainee how driving should be adjusted to account for the increase.

Constantly evaluate the trainee's visual lead and reaction to possible problems. Other important skills to emphasize are lane positioning for turns and frequent starting and stopping.

Give the trainee a series of directions to follow at one time rather than constantly interrupting the driving to issue new directions. When directions are given in a series, the instructor can evaluate the trainee's preparation for turns or maneuvers in a more realistic manner. An example of giving directions in a series might be, "When you get to Bradford Road make a left turn, go two blocks to Greenwood and turn right, and then proceed to Blossom Street and turn right again."

At this stage in the training program, the trainer and trainee can increase the use of commentary driving. The commentary should become more fluent and provide a better basis for evaluation of the trainee. The use of skill exercises should also be increased in order to continually challenge the trainee.

With the increased amount of traffic interaction in a residential area, the trainer and trainee must also become more active visually and perceptually, in order to identify possible conflicts. An increased awareness of the changes in the traffic environment should be accomplished through more constant and intense traffic checks. The traffic situation can change much faster in a residential area than in a rural area.

Private driveways and other areas should not be used for bus maneuvers without the permission of the owner. These areas should not be used for instructional purposes if they are occupied by another party.

Providing an explanation of the problems of large vehicles in residential areas is often necessary with new drivers. Do not assume that the trainee will gain this information

independently. Ask questions about the difficulties that the trainee experiences at the close of the lesson.

Make every attempt to include more trainee use of the IPDE concept during residential driving in preparation for urban traffic. Instilling this concept at the residential level will help to reduce the problems a trainee encounters as a result of the increased traffic in the urban environment. Combine the concepts of visual lead, scanning, and IPDE to help develop an improved awareness of the driving environment.

At least half of the commentary in this lesson should be initiated by the trainee in response to situations in the traffic scene. With increased competence as a driver, the trainee should become more active as an evaluator in the situations that are being encountered and in defining the alternatives.

The trainer now assumes the role of a moderator in the lesson, one who provides help only when necessary. Begin the process of moving the trainee out to a more independent position that is similar to the one he or she will occupy when functioning as a regular driver. The trainer now assumes less control, and the trainee accepts more.

Demand precision in the maneuvers and skills that the trainee performs. Allowing sloppy performance reflects poorly on both the trainer and the trainee.

Turns, lane changes, intersection travel, parking, and all other skills are to be performed precisely as intended, and the trainee should be made to feel a sense of pride in a high level of quality. Use positive reinforcement when a skill or maneuver is executed especially well and assist the trainee to correct errors when performance is not up to par.

Well-presented positive reinforcement involves two elements:

- Identify for the trainee that the skill or maneuver was performed well.
- Explain to the trainee why the skill or exercise was especially well done.

Feedback to the trainee that is intended to define performance that is not acceptable to the trainer should consist of three distinct elements:

- Identify for the trainee that the skill or maneuver was not performed well.
- Describe the elements that were not performed properly and why they were not acceptable.
- Describe for the trainee, or have the trainee describe, the action that is necessary to correct the error(s).

Giving feedback to correct a problem is essential if the trainee is expected to improve the performance. Quite often the trainee is not aware of why the performance is unacceptable or how to improve. Practice without proper feedback rarely yields any significant improvement.

PARKED VEHICLES

Hazards when approaching parked vehicles:

- Spaces between parked vehicles through which pedestrians and animals may dart into street.
- Parked vehicle which may suddenly move into the path of another vehicle.
- Occupants of parked vehicle who may suddenly open doors.

Clues that a stationary vehicle might move:

- Exhaust fumes coming from vehicle.
- Back-up lights on.
- Brake lights on.
- Front wheels turned toward traffic lane.
- Driver looking back over shoulder.
- Turn signals flashing.

Procedures relating to parked vehicles:

Maintain reasonable speed.

Maintain lane position, leaving reasonable clearance between bus and parked vehicles.

Be ready to stop.

ONCOMING VEHICLES

When approaching oncoming vehicles the trainee should:

- Maintain position to right of centerline.
- Observe roadway for slow-moving or stopped vehicles or obstructions that might force oncoming vehicles across centerline.
- Be prepared to stop.
- Look for a place to steer to the right.

YIELDING (RIGHT-OF-WAY)

At intersection the trainee should:

- Yield to any vehicle that is already in the intersection.
- When reaching an intersection at the same time as another vehicle, yield to vehicle on right.
- When approaching a yield sign, slow down to a reasonable speed and yield right-of-way to any vehicle in the intersection and to approaching traffic.
- When approaching a stop intersection, stop and yield right-of-way to any vehicle in the intersection and to approaching traffic.
- When merging onto a main highway, with or without signs, yield to any vehicle close enough to be an immediate danger.
- When making a left turn, yield right-of-way to oncoming traffic.

Stop and then yield the right-of-way:

- When entering a highway from an alley, private road, or driveway.

- When turning on red light.
- Yield to emergency vehicles that are sounding a siren and flashing warning lights by pulling as far as possible to the right and stopping.

Yield right-of-way to pedestrians:

- At stop sign - After coming to a complete stop, give right-of-way to pedestrians crossing street.
- At traffic signals - After a light turns green, yield to pedestrians still crossing street. Also yield to pedestrians walking with a green light or a "Walk" signal.
- At steady green arrow - Yield to conflicting cars and pedestrians.
- At crosswalks - When pedestrians are crossing street at a crosswalk, slow down or stop before reaching the crosswalk.
- When turning - Yield to pedestrians when turning at an intersection or when entering an alley or driveway.
- When entering a street -- Yield to pedestrians in your path when driving onto a street or highway from a driveway or alley.
- Yield at all times when a collision with pedestrians is possible.

Yield when directed to do so by funeral escorts.

CYCLISTS AND ANIMALS

Cyclists:

- Leave plenty of room for cyclists.
- When approaching cyclists, give a short tap on the horn at least 200 feet prior to passing to warn them that you are near.
- Watch for cyclists at night as they may not have proper lighting.
- Provide for side clearance when passing.

Animals:

- Watch for animals on or along roadway.
- Slow down when entering animal crossing zones or when noting animals on or along roadway.
- If animal enters roadway:
 - Check mirrors.
 - Prepare to stop or maneuver, if traffic permits.
 - Hit animal if stopping or maneuvering would jeopardize own safety or that of passengers, other motorists, or pedestrians.

APPROACHING INTERSECTIONS

When approaching intersections the trainee should:

- Slow down in sufficient time to avoid stopping in the intersection or on a crosswalk.
- Observe signs providing lane information and enter the correct lane as early as possible but no later than 100 feet before reaching intersection.
- When intending to turn, enter far right lane for a right turn or appropriate, authorized lane for a left turn, unless otherwise directed.
- Check mirrors.
- Signal intentions to turn as soon as possible without causing confusion but no later than 100 feet before reaching intersection.
- If unable to enter correct lane for a turn, proceed to next intersection.
- If an officer and control devices are in conflict, follow the officer's directions.
- Prepare to stop if the light is red, flashing red, yellow, or if facing pedestrian crossing signals indicate a stale light. Proceed with caution but be ready to stop if the light is flashing yellow.
- Slow down and prepare to stop if traffic light is changing from green to yellow.
- Proceed through intersection when light changes from green to yellow, if stopping would cause a conflict with following vehicles.
- Slow down in preparation for stopping at an intersection controlled by a stop sign.
- Slow down sufficiently to stop, if necessary, at an intersection controlled by a yield sign and proceed cautiously only when the intersection is clear.
- Observe oncoming traffic for an indication of a left turn and prepare to stop quickly if an oncoming vehicle suddenly makes a left turn.
- Reduce speed to enable a vehicle turning left in the intersection to complete the turn, and be ready to stop if the vehicle does not complete the turn.
- Observe path ahead of a left-turning or right-turning vehicle to anticipate a forced stop by the turning vehicle.
- Slow down or stop to permit a vehicle approaching from the right to clear the intersection.
- Observe path of a vehicle approaching from the right to anticipate the vehicle entering intersection.
- When a vehicle approaches from the left and is on a major road, observe that vehicle for an indication of slowing down and prepare to stop if that vehicle does not yield right-of-way.

APPROACHING THROUGH INTERSECTION

When approaching a through intersection, the trainee should:

- Observe the path of traffic ahead to anticipate any stops and prepare to stop should the lead vehicle stop suddenly.
- Stop if oncoming traffic suddenly makes a left turn across path of your vehicle.
- Observe traffic from the left. If a vehicle signals for a right turn, do not pull out until the vehicle begins to turn.
- Observe traffic from the right before entering an intersection and enter it only when safe passage is assured.
- Slow down and proceed cautiously if pedestrians are near the corner, yielding right-of-way or stopping if a pedestrian enters street.
- Observe oncoming traffic preparing to turn left and prepare to stop should a left turn be initiated.
- Enter the intersection, after checking for cross traffic, if light is green or flashing yellow.
- Come to a complete stop before proceeding through the intersection if there is a flashing red light.
- If a green arrow governs the lane, proceed only in direction indicated by arrow.
- When an intersection is controlled by a stop sign, come to a complete stop and proceed only when no interference with cross traffic will occur.
- When encountering a "yield" sign, proceed only when no interference with cross traffic will occur.

ENTERING OFF STREETS

When entering off streets, the trainee should:

Left turn:

- Check mirrors for traffic flow.
- Signal for left turn.
- Position bus in lane just to right of centerline or in left-turn-only lane.
- Keep wheels aimed straight ahead.
- Yield to oncoming traffic.
- Watch for other traffic entering or exiting off-street areas.
- Check left mirrors for rear dual and passing vehicles.
- Complete turn.
- Maintain safe entrance speed when turning into an off-street area entrance.
- Stop only after vehicle is completely through entrance way and well off main roadway.

Right turn:

- Check mirrors for traffic flow.
- Signal for right turn.
- If intending to turn into an off-street area immediately beyond an intersection, activate turn signal when halfway through intersection so that vehicles do not interpret signal as an indication to turn at intersection.
- Position vehicle in appropriate lane.
- Look for signs or entryway markings indicating the direction of travel.
- Adjust position of bus to provide proper clearance for entering an off-street area.
- Check right mirror for passing vehicles and obstructions.
- Complete turn.
- Maintain safe entrance speed when turning into an off-street area entrance.
- Stop only after vehicle is completely through entrance way and well off main roadway.

INTERSECTIONS - RIGHT TURNS

When making a right turn, the trainee should:

- Check mirrors.
- Signal intention to turn well in advance of turn.
- Make the approach for a right turn and the right turn as close as practicable to the edge of the right-turn lane.
- Observe traffic controls before attempting to make a right turn.
- Check cross traffic to left and, if there is a line of traffic, wait for a gap of sufficient size before proceeding.
- Check cross traffic to right to make sure there are no vehicles blocking passage in intended lane.
- Check right mirror.
- Enter travel lane nearest the curb, turning sharply enough to avoid blocking or entering left lane, if possible. If necessary, use opposing traffic lane of the street into which you are turning (when not in use) to complete turn.
- When making turn, use the hand-over-hand technique.
- Check mirrors for clearance of right rear duals as you turn.
- After the turn has been completed, check to see that the directional signal has been canceled.

- Adjust vehicle speed to conditions.

INTERSECTIONS - LEFT TURNS

When making a left turn, the trainee should:

- Observe traffic controls before making turn.
- Check mirrors.
- Signal intention to turn well in advance of intersection.
- Reduce speed of vehicle.
- Check cross traffic and wait until there is a sufficient gap in traffic from left and right before proceeding to turn.
- Observe traffic and pedestrians for clear way to make turn.
- Yield to oncoming traffic.
- When making turn, use hand-over-hand technique.
- Enter lane to right of centerline.
- When turning into a one-way street, turn into the left lane unless otherwise marked.
- Check to be sure that the directional signal has been canceled after completing turn.
- Adjust vehicle speed to conditions.

URBAN DEFENSIVE DRIVING TECHNIQUES

PURPOSE

To acquaint the trainee with concepts and situations that are unique to urban areas. Review interaction, intersections, scanning, and IPDE.

OBJECTIVES

Introduce the trainee to a complex and intense traffic environment in the city.

Develop the skills necessary to drive a vehicle in an urban area.

Introduce the trainee to higher-speed operation of the vehicle on an urban expressway.

Enhance the perceptual skills of the trainee in order to accommodate the increased level of traffic inputs.

Note - Ask the trainee to describe the special concerns in preparing to drive in an urban area.

Before taking the trainee on the designated route, drive in a residential area for a short time to allow the trainee to become familiar with the bus. This is especially important if the trainee has not driven a bus for several days. Evaluate the trainee's residential skills closely and move to the urban route only when the trainee is comfortable with the bus.

Taking the trainee directly to the urban route does not permit the reorientation that is necessary before new skills and situations are introduced.

Between the residential and urban areas, allow for a gradual transition from light to heavy traffic. This can be accomplished by entering the urban route via secondary and less congested streets. Practice the urban skills during this transition period to accommodate the trainee's needs and to eliminate indecision.

Traffic density is greatest during the morning and afternoon peak hours which coincide with work travel. Try to avoid these periods when first introducing a new driver to urban traffic. Later in the training period, the trainee should encounter peak hour driving conditions.

When preparing the urban route, the trainer should practice giving the instructions and directions for the lesson much the same as a trainee employs commentary driving. In areas where confusion or uncertainty is anticipated on the part of the trainee, map out the traffic situation and review the driving strategy before the lesson. Remind the trainee of the map exercise as the particular location is approached and observe the preparation of the trainee to determine whether the proper approach is taken.

Both the trainer and the trainee need to increase the number and the integrity of traffic checks throughout this lesson. Since the urban environment changes rapidly, both must be aware of the total traffic situation.

The increased traffic volume encountered will frequently cause the trainee to decrease the visual lead in an attempt to accommodate the greater number of inputs. When the visual lead decreases, the time available to process the information also decreases and the trainee is left trying to process a large number of inputs in a shorter period of time. Use commentary driving to evaluate the visual lead and scanning.

There is also a tendency for the trainee to drop the visual fix when making a turn in heavy traffic. Again, this is an attempt to accommodate the traffic volume and intense inputs. The end result is often a deteriorating performance cycle in which the trainee's attempts to compensate for one problem cause the problem to become even worse.

A remedy for these two situations involves constant attention to visual skills during the lesson by the trainer. When the first symptoms of visual lead and visual fix problems occur (erratic steering and improper or inconsistent lateral clearances), employ commentary driving to assess the situation and to get the trainee to move the visual lead farther ahead.

If precision has been demanded in the performance of skills and maneuvers, the payoff will occur in the urban environment. On the other hand, the urban lesson is the most difficult for the trainee and the trainer and the earlier errors of both will be magnified as the traffic situation becomes more complex.

Clarify several points with the trainee early in the lesson:

- When in doubt about a direction, maneuver, or skill, ask to have the comment or request repeated.
- Keep the speed of the bus down through at least the first half of the lesson.
- Employ all visual skills on a consistent level.

These simple recommendations can go a long way in reducing errors by the trainee and trainer.

Give all directions well in advance to allow the trainee adequate response time. Think

through the traffic situation before each maneuver and assess how indecision on the part of the trainee will influence safety and performance. Do not expect a trainee traveling in the far right lane to cross four lanes of traffic within the distance of one block in order to make a left turn.

When there is any doubt as to whether the trainee understands a statement or direction, repeat it another time in a different manner.

Lane changing in urban traffic is probably one of the most dangerous standard maneuvers any vehicle operator can make. Exercise strict control over lane changes by requiring permission to do so until the trainee has demonstrated competence in this maneuver on at least three occasions.

Review intersections, scanning, IPDE, and vehicle interaction with the trainee before the lesson begins and stress the importance of these items in the urban environment:

- Demonstrate "covering" the brake in danger spots.
- Demonstrate how to use the auto cushion when the bus is stopped in traffic.
- Demonstrate the proper cushion at limit lines.
- Demonstrate proper following distances - one second for every 10 feet of length of your vehicle at any speed.
- Demonstrate how to prevent rollback when starting the bus on an uphill grade.
- Discuss and demonstrate eye-to-eye contact.
- Discuss and demonstrate proper caution and courtesy.
- Discuss and demonstrate when to shift gears. Don't change gears when it is not safe to do so.

The concept of perceptual overload is especially important during this lesson. Every driver has a limit to the number and intensity of the traffic inputs that they can handle. As a general rule, the less experienced the driver, the lower the limit or threshold. Errors appear and performance deteriorates rapidly when the limit has been exceeded. Most new drivers are near their threshold when first encountering urban traffic situations. An overload can be created by a sudden or serious traffic conflict, unnecessary or conflicting commentary by the trainer during complex situations, and momentary inattention to the traffic scene. When an overload occurs, it is best to move to a less complex area and then gradually work back into the normal traffic flow.

The decrease in the visual lead is a major cause of perceptual overloads because the trainee does not have an adequate amount of time to process all the relevant information. The trainee's frustration increases as the overload continues, and this presents the trainer with two problems to solve.

Overloads are best avoided with a carefully planned progression through the required levels of skill. A sudden and dramatic increase in traffic inputs will certainly reveal any deficiencies on the part of the trainee.

If the trainer feels the trainee is overloaded, the trainer should tell the trainee to reduce speed, try to increase the visual lead, and move to a less complex area.

There are several special evaluation needs in the urban lesson in addition to the standard evaluation process. These are:

- Consider the trainee's response to traffic situations, especially the approach to complex situations. Evaluate whether or not the preparation and the approach reduce the problems that the trainee could have encountered.
- Assess all visual skills. Performance is acceptable only when the trainee is comfortable and competent with the use of visual skills.
- Constantly judge lateral clearances as they are indicators of several potential problems.
- Be aware of the possibility of perceptual overloads with beginning drivers.

BRIDGES AND TUNNELS

When crossing a bridge or entering a tunnel, the trainee should:

- Slow down for better control and remain in the right lane to provide clearance with traffic in adjacent lane.
- Look for signs regarding:
 - Lane availability and usage.
 - Clearance.
 - Load limit.
 - Speed limit and passing restrictions.
 - Use of lights in a tunnel.
- Observe other traffic and lane side structures.

Remove sunglasses before entering tunnel.

Turn lights on in tunnel, if necessary.

Adjust speed to grade changes and observe speedometer frequently.

Stop only if traffic flow requires or at emergency exits.

Observe posted signs regarding exit information and speed limits.

Turn off lights on leaving tunnel during daylight hours (unless required by law).

Do not cross bridges that are flooded or broken, or that show signs of erosion.

Remember that bridges freeze before road surfaces.

ENTRANCE RAMPS

When approaching an entrance ramp, the trainee should:

- Observe information signs indicating correct lane or ramp usage, speed limits, and warnings.
- Observe entrance ramp and main-roadway configuration to aid in judging merging distance and pattern.

- Check mirrors carefully.
- Look back briefly over left shoulder to check location and speed of traffic on main roadway. If possible, look over right shoulder if entering roadway from left.
- Check location and speed of lead vehicles on entrance ramp acceleration lane.
- Make initial speed adjustment based on entrance ramp and roadway configuration and traffic conditions.
- Prepare to enter acceleration lane.
- Enter acceleration lane.

MERGING

When merging into traffic, the trainee should:

- Check mirrors.
- Signal intention to merge.
- Look for gap in merging lane.
- Adjust speed as necessary to merge safely.
- Recheck traffic in merging lane with mirrors.
- Merge with traffic.
- Adjust speed to traffic.

EXIT RAMPS

When preparing to exit, the trainee should:

- Look for correct exit.
- Check mirrors.
- Move into proper lane.
- Watch for deceleration lane.
- Check mirrors.
- Signal intention to turn.
- Reduce speed in deceleration lane.
- Watch for exit ramp speed limit sign.
- When deceleration lane is part of acceleration lane, watch for entering vehicles.
- Observe speed limit signs.
- Drive in center of appropriate lane and stay clear of barriers.

- Watch for other vehicles changing lanes.
- Observe signs on cross roadways for information on alternative destinations.
- Check speed.
- When nearing end of exit ramp, slow down and prepare to stop. Watch for traffic that may be stopped or waiting in line at end of ramp.

TRAFFIC CIRCLES

When entering traffic circles, the trainee should:

- Enter in counterclockwise direction unless otherwise directed.
- Yield to vehicles already in circle.
- Remain in outer lane at a consistent speed.

LANE CHANGING

When preparing to change lanes, the trainee should:

- Check mirrors to see if other vehicles are about to enter the lane you are merging into.
- Check for vehicles in blind spots with convex mirrors.
- Signal intention to change lanes.
- Just before changing lanes, accelerate to new lane traffic speed, if there is sufficient space ahead to do so.
- Turn steering wheel sufficiently to slowly enter new lane.
- Position vehicle in center of new lane.
- Check to see that directional signal is canceled.
- Adjust speed to that of traffic in new lane.

Note - The following conditions might warrant a lane change and should be discussed with the trainee:

- Lane blocked by another vehicle.
- Accident.
- Detour.
- Road construction.
- Slow-moving vehicle.
- Bicyclists and pedestrians.
- Road defects.

- Debris in lane.

PASSING

When passing another vehicle, the trainee should:

- Use the rearview mirrors.
- On a two-lane road, check for oncoming traffic and traffic signals.
- Actuate turn signal well in advance of passing.
- Move into passing lane while increasing speed of bus to make passing smooth and safe.
- Check for clearance and signal before returning to original lane.
- Move into original lane.
- Cancel turn signal.
- Resume safe and authorized speed.

NOTE - The following items should be discussed with the trainee:

Passing on left is permitted:

- When overtaking other traffic moving in same direction where passing is allowed and safe.
- When right half of road is blocked. Yield to oncoming traffic.
- When using a street with two or more lanes for one-way traffic and when there is slower traffic in the right lane.

Passing on left is prohibited:

- When approaching crest of a hill on a two-way roadway or a curve in highway where driver's view is obstructed.
- When view is obstructed on approaching within 100 feet of any bridge, viaduct, or tunnel.
- When oncoming traffic is close enough to be a danger.
- When there is a solid yellow line in your lane.
- When there is a no-passing sign.

Passing on right is permitted:

- When the vehicle being overtaken is making a left turn.
- When two or more lanes of traffic are moving in the same direction.

Passing on right is prohibited:

- When passing movement causes vehicle to drive off of pavement or main-traveled portion of the roadway.

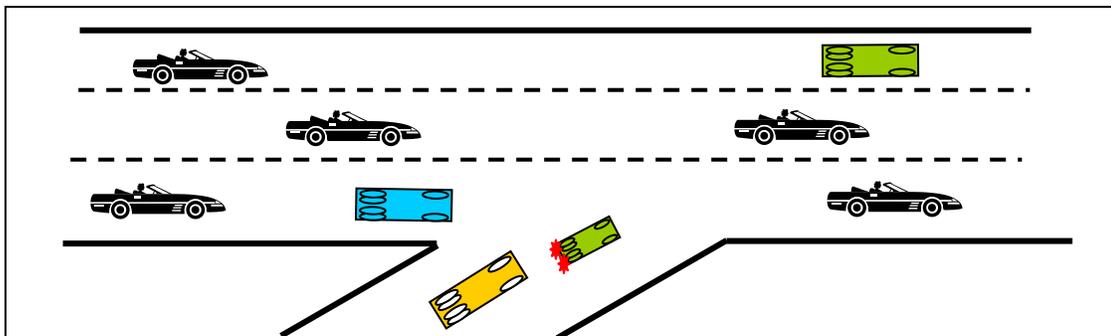
FREEWAY DRIVING

When driving on a freeway the trainee should - **On Ramp:**

- Learn the name, route number, and travel directions of the roadway you wish to enter or exit.
- When entering a freeway, make sure that the road or “ramp” you select is an entrance ramp.
- The entrance ramp leads into an acceleration lane. This is an extra lane next to the through lanes where you are permitted to reach freeway speeds.

The procedure for entering the freeway is:

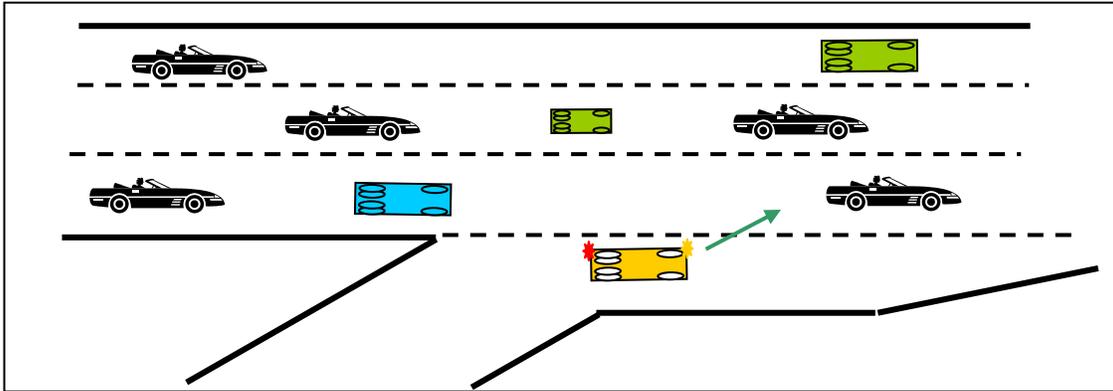
- Enter on ramp.
- Activate appropriate turn signal.
- Scan mirrors (visual checks).
- Avoid entering the freeway at a sharp angle.
- Adjust to freeway speed in the acceleration lane.
- Move carefully into the freeway lane in the merging area.



When driving on a freeway the trainee should - **Acceleration Lane:**

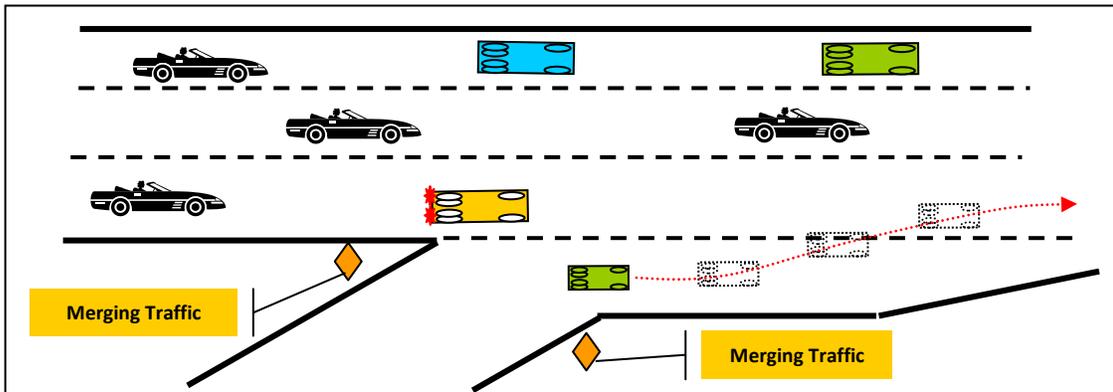
- Begin checking freeway traffic with quick glances into rearview mirrors and over shoulder to find a gap in the through lane.
- Select a gap in traffic and begin to adjust speed at the top of the ramp or as soon as you can see traffic in the freeway through lanes.
- Signal until you have entered the through lane.
- Adjust speed in the merging area to blend smoothly with freeway traffic.
- IPDE:
 - Anticipate sudden slowing or stopping and/or merging at too low a speed.

- Allow extra distance between you and the vehicle ahead in case the other driver suddenly slows.
- Watch for little or no acceleration lane or yield signs. Wait for longer gap before attempting to enter freeway.



When driving on a freeway the trainee should when **Helping Other Drivers Enter and Exit:**

- When driving in the right-hand lane, you may find drivers attempting to enter the freeway. Help them by adjusting your speed or by moving into the next lane, if it is clear. This will create a gap for them to enter the freeway safely.



- When you approach most entrance points, merge signs warn that other drivers may enter the freeway. A merge sign tells drivers to adjust their speed and location to ensure a smooth merge with the least disruption of traffic flow.
- The right-hand lane is also a place where a driver ahead may slow for an exit. When you see an exit sign, be prepared for such an action.

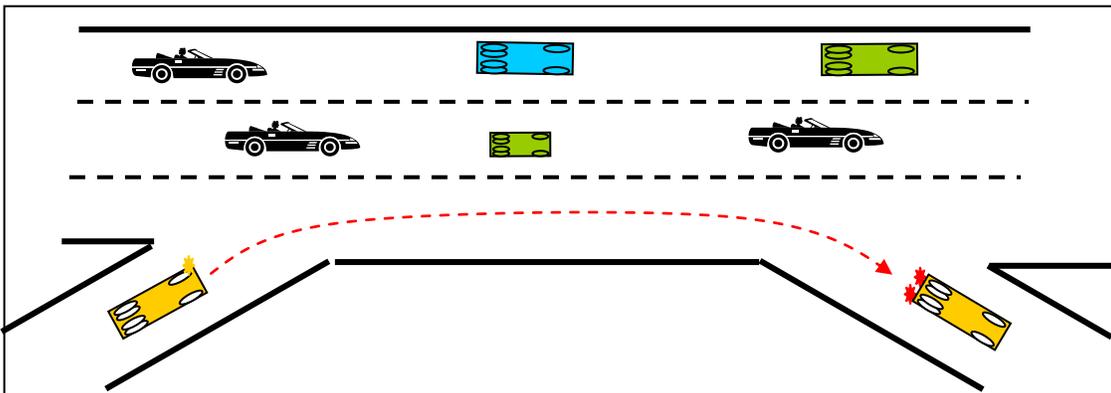
When driving on a freeway the trainee should when **Choosing Speeds:**

- Once on the freeway, choose a legal speed. Your speed should also be based on visibility, traffic, and road conditions. Drivers sometimes tend to lose their sense of speed during sustained, fast driving. They may gradually increase speed to a point far higher than intended. Frequent short glances at the speedometer will help reduce this tendency.
- Speeds that are either slower or faster than that of most traffic will increase the risk of collisions. Choosing the speed used by most drivers will reduce conflicts,

make driving more relaxed, and save fuel.

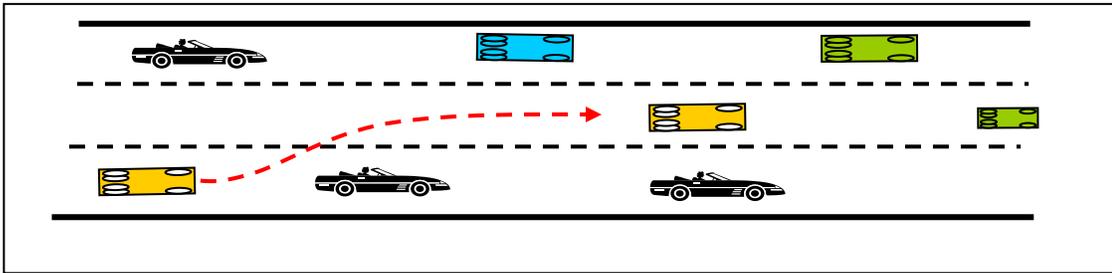
When driving on a freeway the trainee should when **Choosing Lanes:**

- Two-lane freeway:
 - Use right-hand lane for traveling.
 - Use left-hand lane for passing.
- Three-lane freeway:
 - The right-hand lane is a lower-speed through lane.
 - The center lane is a higher-speed through lane.
 - The left lane is a passing lane.
 - When approaching interchanges, move out of the right lane, if traffic conditions permit, to avoid merging conflicts.



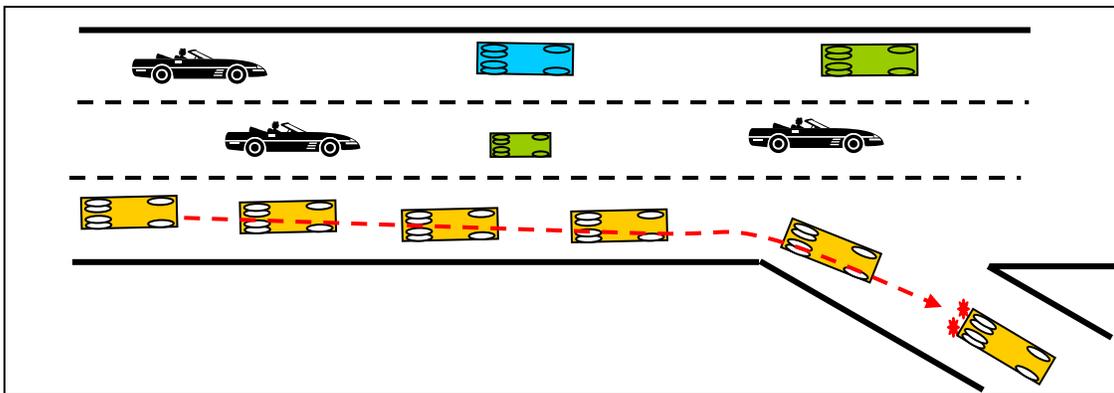
When driving on a freeway the trainee should when **Changing Lanes:**

- Check for ample space between your vehicle and the vehicle ahead.
- Make sure that the vehicle ahead or in another lane is not about to change lanes and the vehicle behind your vehicle is not about to pass.
- Before moving into another lane, check all mirrors and glance over shoulder.
- Signal your movements in advance of the lane change and avoid any sudden or unexpected moves that could startle drivers near you.
- Gradually steer into the next lane.
- Avoid reducing speed during the lane change, because this can create a hazard by forcing a driver in the next lane to brake.



When driving on a freeway the trainee should when **Leaving the Freeway:**

- Look ahead for the signs indicating what lane to use for the desired exit.
- When leaving the freeway, enter the lane next to the deceleration lane a mile or more before your intended exit.
- Avoid slowing down before entering the deceleration lane.
- Signal and enter deceleration lane.
- Reduce speed in deceleration lane.
- Reduce speed to the posted speed for the ramp.
- Check speedometer at exit ramp.
- Once you are off the freeway, you will encounter two-way traffic, intersections, parked cars, pedestrians, and traffic moving at slower speeds.



When driving on a freeway the trainee should when approaching or driving through **Complex Interchanges:**

- Instruct the trainee that careful checking is necessary (visual lead), especially when access lanes parallel to freeway require entering traffic to merge twice in short space.
- Review on-ramp procedures:
 - Acceleration lane.
 - Turn signal usage.
 - Mirror usage.

- Proper following distances.
- Lane changes.
- Review off-ramp procedures:
 - Deceleration lane.
 - Turn signal usage.
 - Mirror usage.
 - Wrong-way drivers on exit ramps.
- Ramps not always of uniform length.
- Curved ramps/speed.
- Design characteristics (for example, inverse).

OTHER URBAN AREA DRIVING

Downtown Problems:

- Alleys:
 - Speed limit.
 - Clearances (vertical/lateral).
 - Review of IPDE.
 - Proper mirror usage.
- Review of space cushion:
 - Cars in front.
 - Cars behind.
 - Cars beside you.
 - Proper mirror usage.
- Review of lane selection:
 - Parked cars.
 - Pedestrians.
 - Bicycles.
 - Children.
- Review of shopping center traffic.
 - Parked car dangers.

- Clearances (vertical/lateral).
- IPDE.
- Pedestrians.
- Proper mirror usage.
- Bus parking situations.
- Review of various intersection configurations.
 - Crosswalk procedures.
 - Limit-line procedures.
 - Left-turn and right-turn procedures.
 - Proper gear selection.
 - Proper mirror usage.

RAILROAD GRADE CROSSINGS

Begin by having the trainee stop at a railroad crossing in an isolated area and explain the stop requirements. Gradually encounter more complex railroad crossings and have the trainee identify characteristics that are peculiar to these crossings. If your area does not have active railroad grade crossings, use a mock location to practice this important maneuver.

Constantly evaluate the trainee's visual lead and reaction to possible problems when approaching railroad crossings.

For this lesson, use commentary driving with the trainee, to provide a better basis for evaluation of the trainee. At least half of the commentary in this lesson should be initiated by the trainee in response to situations in the railroad crossing scene.

Begin the process of moving the trainee out to a more independent position that is similar to the one he or she will occupy when functioning as a regular driver. The trainer now assumes less control, and the trainee accepts more.

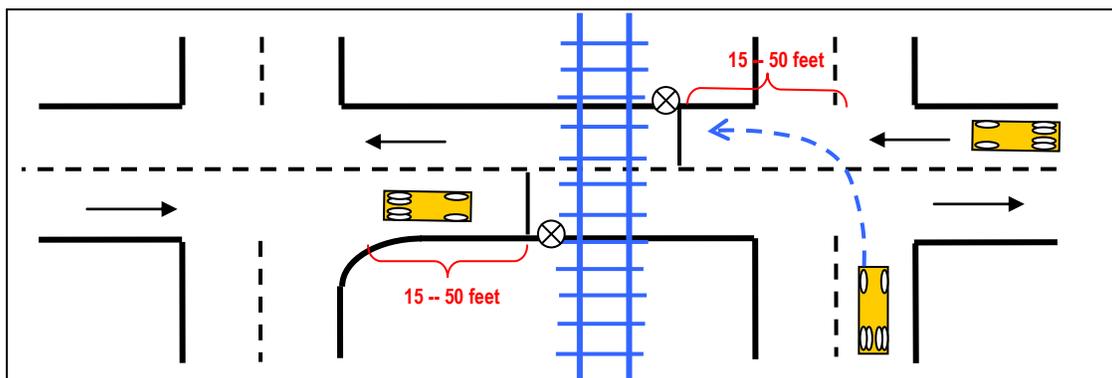
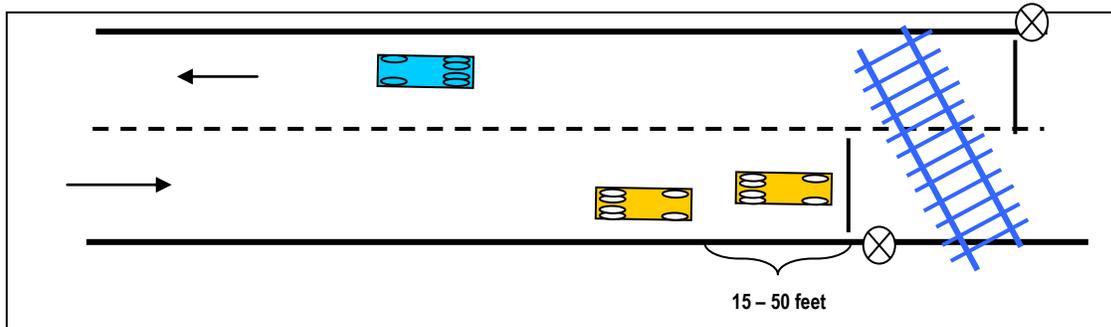
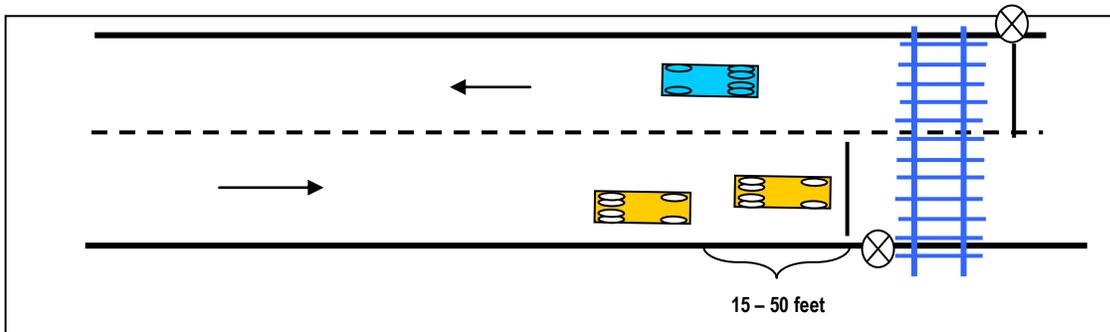
Demand precision in the maneuvers and skills that the trainee performs. Allowing sloppy performance reflects poorly on both the trainer and the trainee.

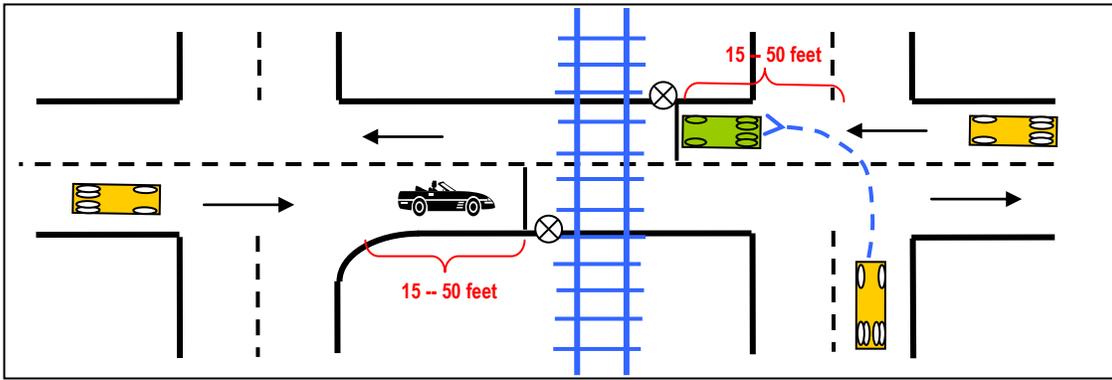
Required Stops

Railroad grade crossings are hazardous. Every effort should be made to instill in the trainee the dangers involved. Instruct trainee in the following procedures during operation for required stops.

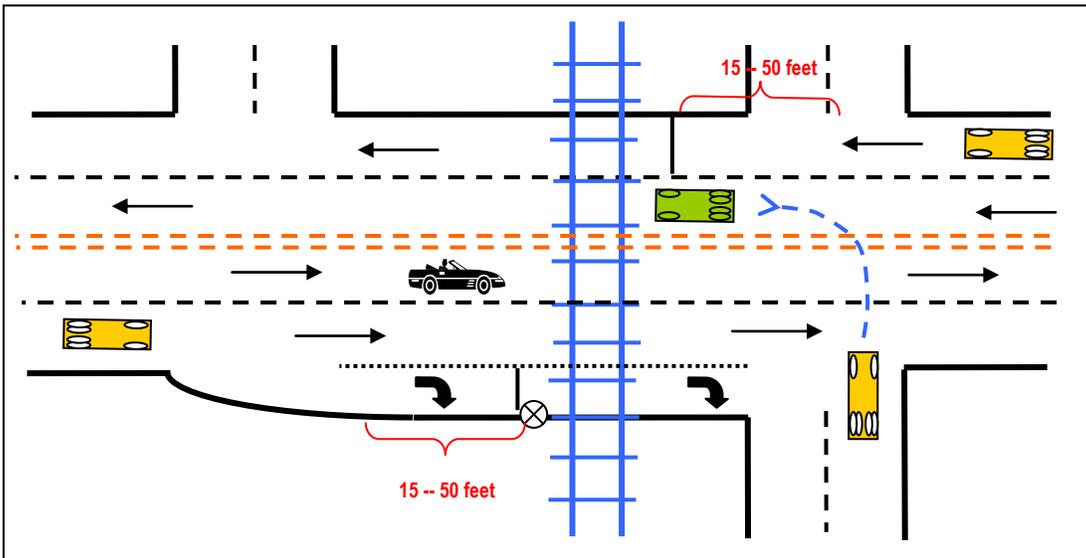
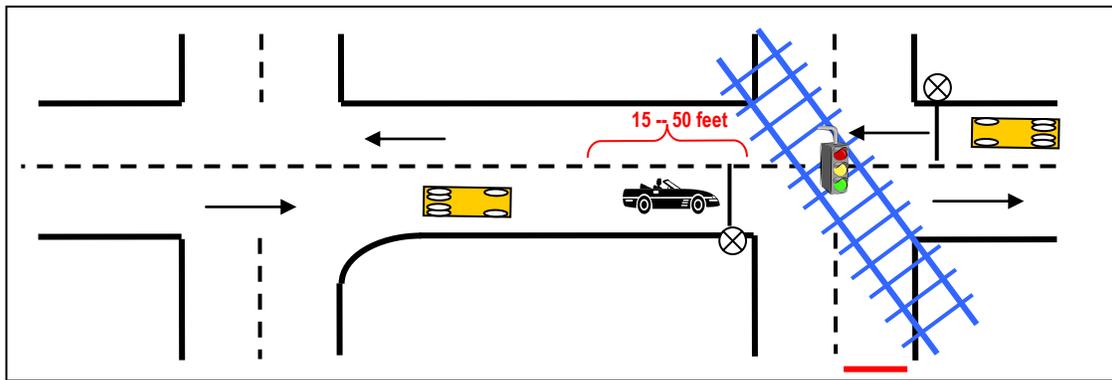
- Stop the vehicle not less than 15 feet nor more than 50 feet from the nearest rail of the track. Emphasize that the 15-foot and 50-foot lines are applicable to the front, sides, and rear of the vehicle. Use vehicle reference and ground reference points to determine distances.
- Align the vehicle parallel and as close as practicable to the appropriate edge of the highway.
- Prevent vehicle rollback by applying the service brake or parking brake.

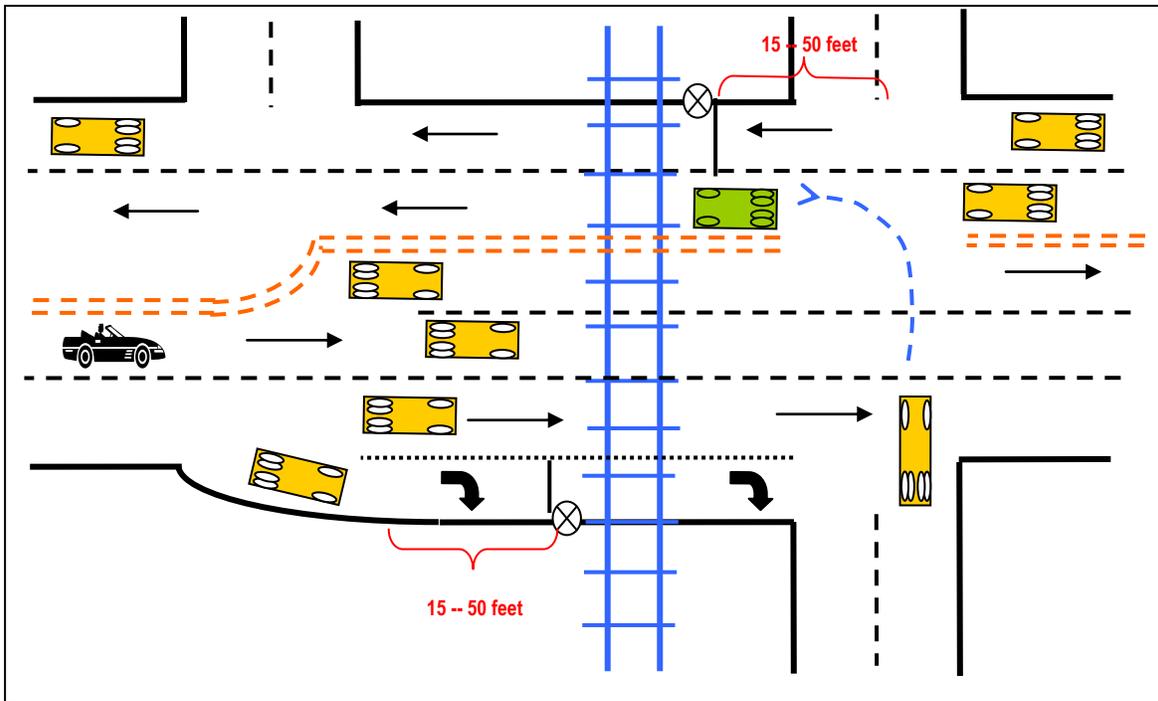
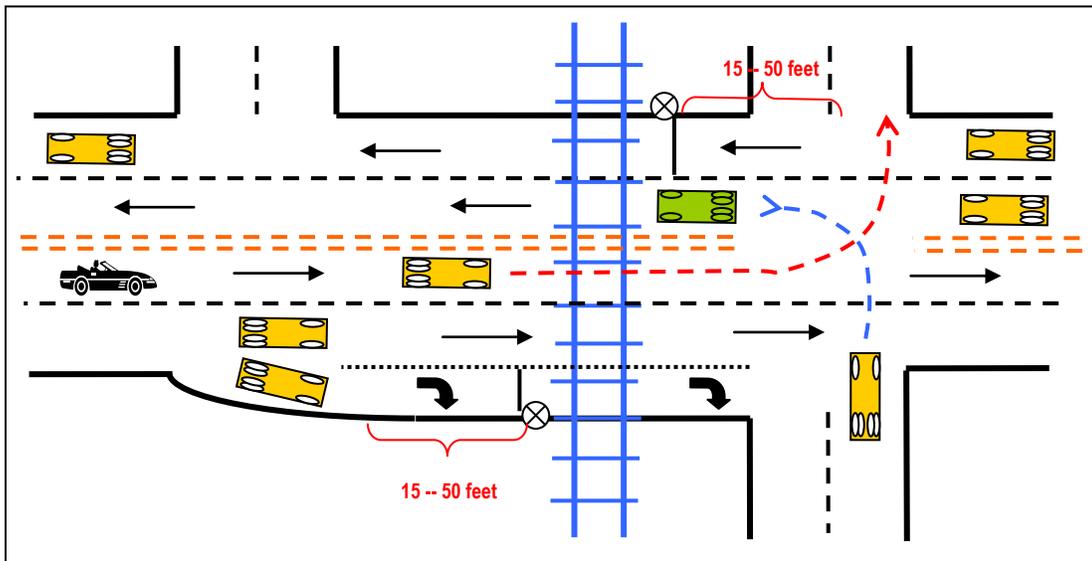
- Listen - Shut off radios (two-way and regular), other noisy equipment, and quiet passengers.
- Look - Fully open the entrance door and driver's window of a conventional or transit bus. Open the window on a type A or B bus where the entrance door is behind the driver's compartment. Look in both directions along the track for any approaching train and for signals indicating the approach of a train.
- Proceed - Only when the tracks are safe to cross and the door is closed, in the appropriate starting gear.
- While proceeding across the tracks, the driver shall not shift the gears manually.
- Districts should develop a policy that radios and other noisy equipment are not to be turned back on until the bus has traveled at least 300 feet after crossing the tracks. Passengers are to remain quiet whenever the bus is within 300 feet of a railroad grade crossing - prior to and following the crossing.





Note - The Department suggests that all maneuvering scenarios should be presented to area State Highway Patrol and Operation Lifesaver officials for legal interpretation and vehicle positioning for the railroad grade crossing illustrated above.





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Multitrack Crossing

Instruct the trainee how to determine if a railroad grade crossing consists of more than one track.

- Instruct that a railroad crossbuck sign is used at the crossing itself. A sign below the crossbuck tells if there is more than one track within the crossing.

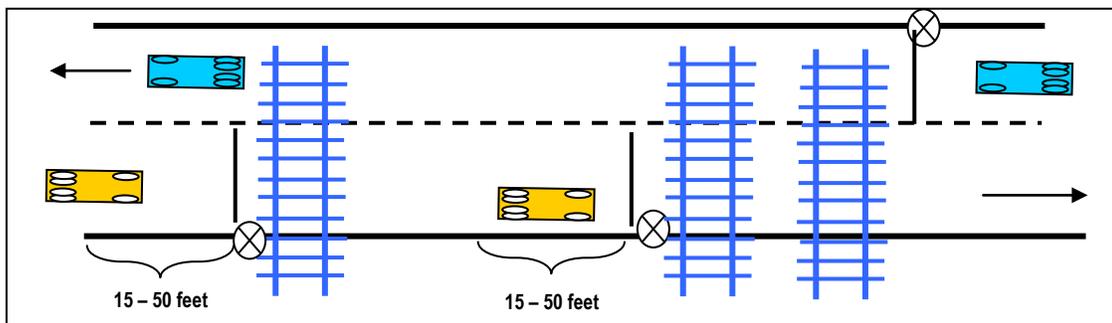
- Instruct the trainee to identify the crossbuck and the number of tracks within the crossing. Instruct the trainee to make the required stop at the first track; and, when safe, proceed across tracks designated on the crossbuck.

Instruct the trainee that some crossings also have gates and flashing lights. Have the trainee stop before the gates are lowered across his or her side of the road; never stop under the gates. No driver shall proceed through, around, or under any railroad crossing gate while such gate is closed.

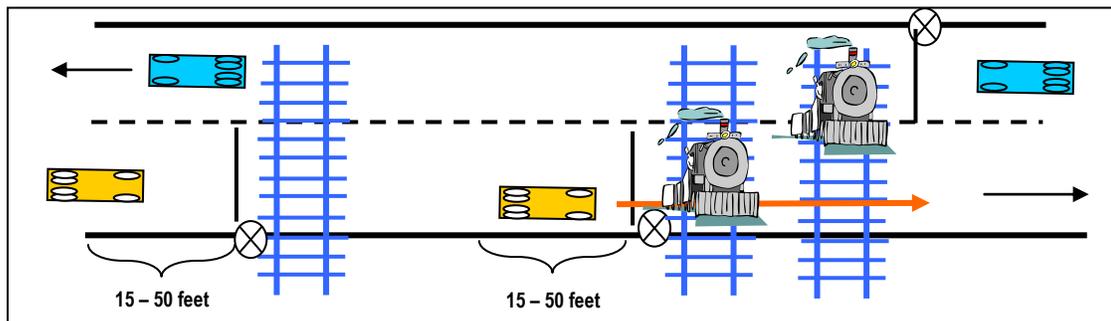
Instruct the trainee to look for the possibility of a standard octagonal red and white stop sign at a crossing. If there are flashing lights or a stop sign, you must stop. Do not proceed until you are certain that no train is coming.

Instruct the trainee to look for a posted crossbuck between each set of tracks.

- A driver must stop if there is space for the bus plus 15 feet in front and behind the bus to the nearest track.



- A driver should not stop if there is not a space for the bus plus 15 feet in front and behind the bus to the nearest track.



- Instruct the trainee to make the required stop at the first set of tracks. If there is not sufficient space between the sets of tracks to legally and safely stop the vehicle, the trainee should proceed across all tracks when it is safe.
- Instruct the trainee to make sure no train is approaching on any of the tracks.
 - Instruct the trainee to watch that second track. After a train passes, wait until other tracks become visible before proceeding. Instruct the trainee to be patient. Darting out as the train passes may put you in the path of another train on a second track.
 - Instruct the trainee to never drive onto a railroad track until they are certain that they can drive safely all the way across. Emphasize to be sure the traffic ahead will not stop and box you in on a track. Instruct

the trainee to wait for traffic to clear before proceeding across tracks.

- Instruct the trainee to explain vehicle positioning, staging area dimensions, distance perception, etc. using reference point techniques.
- Instruct the trainee that if the vehicle stalls on the track with a train close by, evacuation of the vehicle must be immediate. Evacuate passengers away and in the direction of the approaching train to avoid being hit by flying wreckage.

Note - It takes approximately two miles for a train traveling 55 mph to stop. It should be stressed to the trainee that taking a chance at a railroad grade crossing is just a bad idea - and if reported to the appropriate personnel can result in subsequent termination. It should be pointed out that crossing a track when a train is present without allowing adequate time for potential bus evacuation can result in tragedy.

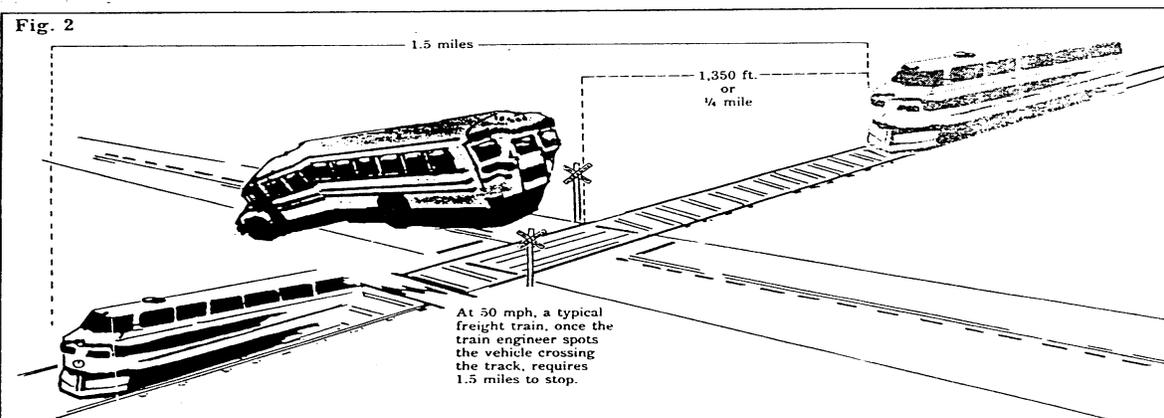
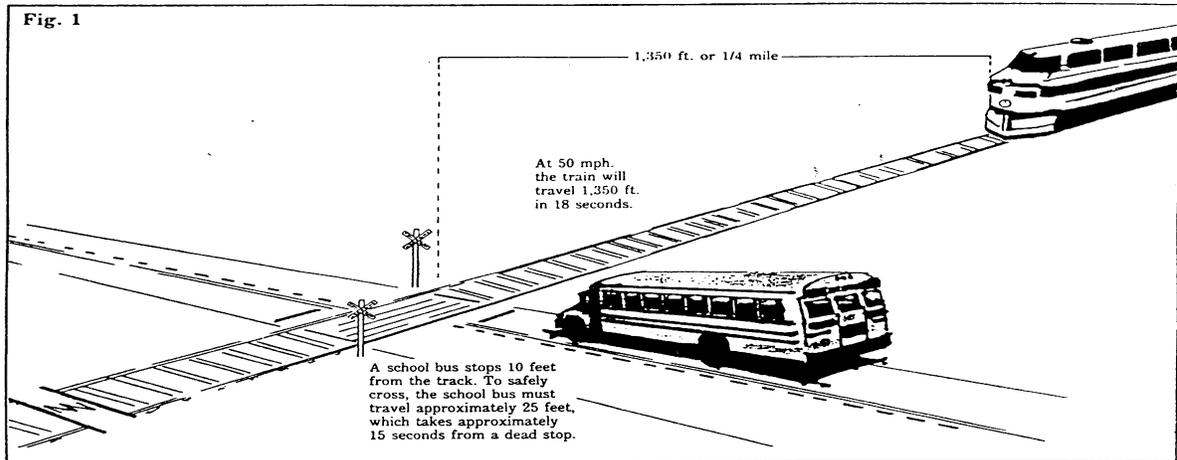


Fig. 1 and Fig. 2 depict a scenario for disaster involving a school bus and a train. This example is based on ideal circumstances — a single set of tracks, clear weather and unobstructed visibility. In real life, the driver could face multiple tracks with trains coming from both directions, or an obstructed view. Even the estimated time it would take the driver to clear both the tracks and the limit lines — 15 seconds — is factored under ideal conditions.

SECTION BTW-5: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL FOUR

DRIVER'S PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed in Skills Level Four before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
DEFENSIVE DRIVING Signs/signals/markings										
Visual techniques										
Managing time/space										
Lane Control										
Managing speed										
Close-area maneuvering										
Turning comprehension										
Steering control										
Mirror use										
Judgement										

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
INTERSECTIONS Signs/signals/markings										
Visual techniques										
Managing time/space										
Lane control										
Managing speed										
Close-area maneuvering										
Turning comprehension										
Steering control										
Mirror use										
Judgment										
SINGLE/MULTILANE HIGHWAY Signs/signals/markings										
Visual techniques										
Managing time/space										
Lane control										

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
HILLS UP/DOWN										
Starting										
Stopping										
Rollback										
Brake use										
Parking										
TRANSMISSION CONTROL										
Defensive driving										
Intersections										
Hills										
Single/multilane highway										
Bridges/tunnels										
ENGINE CONTROL										
Defensive driving										
Intersections										
Hills										
Single/multilane highway										
Bridges/tunnels										

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
BRAKE CONTROL										
Defensive driving										
Intersections										
Hills										
Single/multilane highway										
Bridges/tunnels										
RAILROAD CROSSINGS										
Signs/signals/markings										
Visual techniques										
Managing time/space										
Lane control										
Managing speed										
Close-area maneuvering										
Steering control										
Mirror use										
Vehicle control										
Door use										
Judgment										

SECTION BTW-6: BEHIND-THE-WHEEL TRAINING

SPECIALIZED DEFENSIVE DRIVING TECHNIQUES

SKILLS LEVEL FIVE

Notes and Comments

PURPOSE

To provide each trainee with the knowledge and procedures necessary to operate a vehicle in hazardous situations or under adverse conditions.

OBJECTIVES

Introduce the trainee to a complex and stressful traffic environment in night driving conditions.

Introduce the trainee to the hazards of driving during adverse weather conditions.

Develop the skills necessary to proficiently operate a vehicle in hazardous situations or adverse conditions.

Note - This material is designed to enhance the basic defensive driving techniques that were addressed in the preceding skills level. This material also contains specific information on more-advanced defensive driving techniques.

SPECIALIZED DEFENSIVE DRIVING - GLOSSARY OF TERMS

Acceleration Lane - Lane used to adjust speed of the vehicle before merging with through traffic.

Accelerator - Throttle, gas pedal.

Adhesive Friction - Traction.

Black Ice - Clear water frozen on black pavement.

Brake Failure (Air Loss) - Sudden drop in air pressure due to a malfunction or failure.

Brake Lining - Friction material riveted to the brake shoes.

Commentary Driving - A technique in which the trainee verbalizes all important driving actions and thoughts.

Deceleration Lane - Lane used to slow the vehicle when exiting a freeway or highway.

Emergency Stopping System - Backup system used if service brake is inoperative.

Fishtail - Rear end of vehicle swerving from side to side while moving forward.

Following Distance - Distance between two moving vehicles.

Hazard Lights - Four-way flashers.

Hydroplaning - Presence of a wedge of water under the tires that causes the tires to ride on water and not on the road surface.

Imaginary Experience - Creating hypothetical driving problems and imagining how to solve them.

Lockup of Brakes - Severe application of service brakes, causing all wheels to stop turning.

Reflectors - Warning devices that reflect the lights of approaching vehicles.

Rocking The Bus - Method used to attempt to move a vehicle from an immobile position (alternately putting the vehicle in reverse and low gears).

Service Brake - Foot brake.

Snow Blindness - Deteriorated vision caused by light reflected from snow or ice.

Space Cushion - Distance between two vehicles in a moving or stopped position.

Tailgating - Following too close.

Traction - The adhesive friction between the tires and the road surface.

Vacuum Booster - A system on some vehicles used to assist in the application of the brakes of a vehicle.

White Ice - A condition you can normally see, such as frost or snow.

White Out - A polar condition caused by a heavy cloud cover over snow, in which the light coming from above is approximately equal to the light reflected from below. The condition is characterized by the absence of shadow, the invisibility of the horizon, and the discernibility of only very dark objects.

VEHICLE SELECTION

In the previous lesson the trainee was introduced to general defensive driving techniques. In this lesson trainees will be learning and developing more specific defensive driving techniques on all the different types of vehicles they are qualified to operate. All vehicles to be driven must be equipped and maintained as required by law or regulation and must be in safe operating condition.

SITE SELECTION

Because of the specific skills addressed in this material, the site selection may vary. Extreme caution should be exercised when conducting lessons during adverse conditions.

NIGHT DRIVING

Probably the most common error committed by drivers during darkness is driving beyond their headlights. Most freeways or business districts have enough lighting to help offset this problem. On rural or unlighted roadways, a driver needs to periodically assess the limits of visibility within the scope of the vehicle's headlights. Speed should be adjusted to allow adequate reaction time. The following items should be discussed:

Visibility

- Darkness limits the big picture. The big picture is limited to the area illuminated by headlights.
- The ability to judge distance between vehicles and other objects diminishes.
- The rate of closure is affected. During darkness, it is difficult to judge the rate of deceleration of other vehicles and objects in the limited big picture.

Mirrors

- Emphasize that mirror adjustment is critical because darkness reduces the driver's seeing ability.
- Convex mirrors are helpful, but objects are harder to distinguish at night.
- Depth perception is limited when using the flat mirrors at night. Glare of other headlights and interior lights limit the driver's ability to perceive distances.
- The rate of closure is affected extremely. Trying to judge the rate of deceleration of another vehicle at night, in a flat mirror, affects judgment of distances of vehicles behind your vehicle.
- Identification of other vehicles in the rearview mirrors is extremely difficult.

Safety Procedures for Night Operation

- Keep windshield clean inside and outside.
- Keep mirrors clean and adjusted properly.
- Reduce speed
 - Because visibility is diminished, the driver's ability to sort out different objects is reduced.
 - The process of changing the focus to a distant point to the left when making a left turn or to a distant point to the right when making a right turn is reduced at night, resulting in a possible unclear perspective of the entire turning maneuver and the position of the vehicle within the turning area.
 - Scanning, which involves constantly moving or sweeping the eyes across the path of travel in order to identify relevant traffic and environmental characteristics, is limited to the search area illuminated by the headlights.
- Increase following distances
 - The vehicle speed must be adjusted to stop within the distance illuminated in the headlights.
 - Use low beams when the vehicle is 500 feet from an oncoming vehicle.
 - When following another vehicle, switch to low beams within 300 feet.
 - Use high beams only in open country when other vehicles are not near.
 - Increase the following distance.
- Night blindness - Train at night to determine if the trainee can adjust to dark conditions. Night blindness results when there is too much light for the driver's eyes to adjust to darkness. Look for:
- Inability of trainee to identify objects within the driving environment at night.
 - Making intentions known to other drivers well in advance.

- Driving at a safe speed for conditions.
 - Flow with traffic.
 - Not appreciably faster or slower.
- Does not wander within the lane.
- Prepares for exits well in advance.
- Narrow roads - Trainee constantly hugs one side of a traffic lane.
- City driving - Trainee constantly swings wide to avoid objects.
- Adverse weather conditions at night present special problems
 - Rain reduces visibility even more at night.
 - Water on the pavement reflects the headlights into the air instead of up the road (use low beams).
 - Roadway markings are difficult to see. It is hard to differentiate the shoulder from the roadway.
 - Water on windshield reduces vision.
 - Foggy windows reduce vision. Keep defrosters on to alleviate this problem.
 - Fog, dust, and smoke can reduce visibility to zero. When this happens, you must signal, drive completely off main-traveled portion of the roadway, and stop. If visibility is zero and if it is safe to do so, place reflective warning triangles behind your vehicle.
- Animals
 - Size - Cat or cow dictates what action or evasive maneuvers you need to take.
 - Know what time deer or livestock may be on a roadway.
 - Deer - The driver may only see outline, but deer stare into the headlights. Watch for eye glow.
- IPDE - Instruct the trainee to use commentary driving during the night driving sessions to help the trainee avoid problems and help the trainer assess the trainee's comfort level during night (dark) time driving.
 - **I** - Identify important elements such as vehicles, pedestrians, and roadway conditions. Reinforce:
 - Visual lead.
 - Visual fix.
 - Scanning.
 - **P** - Predict potential conflicts in the intended path of travel, such as an intersecting vehicle that does not appear to be slowing. Reinforce:

- Lateral clearance.
- Lane position, obstructions, visual checks, speed.
- **D** - Decide - Compensate for hazards. Reinforce:
 - Alternative path of travel.
 - Positioning.
 - Compromise to simplify situations.
 - Speed reduction.
- **E** - Execute the maneuver decided upon. Reinforce:
 - Accelerate.
 - Brake.
 - Steer.
 - Communicate.

ADVERSE OPERATING CONDITION

This lesson will be conducted with the trainee behind the wheel and the instructor standing in the stepwell. During these exercises the instructors should continue observing the trainees and noting how they act and react to certain conditions.

Adverse operating conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy pavement have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing conditions could determine if an accident is preventable.

You will face a variety of hazardous conditions that will demand alert and skillful action. Conditions you may face are ice, mud, snow, fog, smoke, dust, and wind. Mental adjustments must be made to fit the problem when it is apparent that you will encounter any of these conditions. Have the trainee comment on changing conditions.

Rain

The first rain, after an extended dry spell, is usually the most dangerous. This is because the water mixes with accumulations of dust and oil and forms a very slippery road surface. The roads can remain slippery until enough rain has fallen to wash away the mixture.

Visibility can also be a minus factor. Road spray from other vehicles can coat your windshield with dirt and oil. Heavy rains can partially obscure road signs, traffic signals, edge of the road, pavement markings, and pedestrians.

Try to avoid driving through large areas of water or large puddles. Have the trainee comment on why this is dangerous and what can be done to help correct this.

Driving through deep water will result in brakes getting wet and reducing the braking capability considerably. To help correct this, when you clear the water, apply a light pressure to the brakes while also keeping pressure on the accelerator, and keep in mind the traffic behind you. This will allow heat created by the friction to dry the brakes.

Below are suggested procedures to be followed while operating in rainy conditions:

- Use your heating/defrosting/defogging equipment to clear the inside surface of the glass of moisture.
- Replace windshield wiper blades as soon as they show signs of streaking or missing areas on the windshield.
- Besides slowing down, allow extra following distance.
- Have good tires with proper tread depth.
- Avoid driving through deep puddles and accumulated water, as the water will affect your braking capabilities.
- Be aware of the procedures used to dry the brake linings.
- Have mirrors adjusted properly.

Mud

The primary cause of getting a vehicle stuck in the mud is a lack of good judgment on the driver's part. In most areas buses make their stops on a shoulder of the road that is usually dirt and on a slant. This is fine in dry weather. Have trainees relate what could happen in wet weather.

If the bus does get stuck in the mud, the following procedures may be helpful in freeing the vehicle:

- Have the front wheels pointed straight ahead.
- Try rocking the bus by alternately putting it into reverse and low.

Wind

The unseen phenomenon of wind can create severe hazards to vehicles operating in these conditions, especially large vehicles such as buses. The sides of buses act as a sail; and if the wind is strong and gusty, control of the vehicle may be more difficult.

When your vehicle is passing or being passed by another vehicle, the suction or change of pressure caused by this movement can push your bus from side to side.

Smoke

Smoke creates much the same hazards as fog. When confronted with patches of heavy smoke that reduces visibility very suddenly, the driver should:

- Drive with low-beam headlights, to throw the light down on the road.
- Reduce speed and tap the brake pedal lightly to signal following traffic (use the hazard lights, if necessary).
- Drive as far to the right as possible and watch the road edge.
- Be prepared to make an emergency stop that may be required within the visible distance ahead.

Dust

High winds can create severe hazards for buses in the form of sand and dust storms. In addition to causing a sudden force on the vehicle, visibility decreases instantly. Severe sandstorms can cause major damage to glass and paint on the vehicles. As soon as the driver determines the vehicle will be entering a situation of dust or sandstorm, the driver should:

- Close any open windows.
- Maintain a firm grip on the steering wheel.
- Follow procedures as outlined in the previous lesson on smoke.

Wheels Off the Road

On the roadway the driver may find the right wheels are off the pavement and on a soft or low shoulder. This seemingly harmless situation has been the direct cause of many fatal accidents. The driver's instinctive reaction to jerk the bus back onto the road can be deadly. Invariably, the tires will hang up momentarily on the edge of the pavement; then, when the wheel is turned more, the bus suddenly swerves across the roadway into opposing traffic or goes into a broadside skid. Below are suggested procedures to help the driver return the vehicle safely to the pavement.

- If the wheels drop off the pavement, decelerate and straddle the edge of the road.
- Keep a firm grip on the wheel and don't brake until the speed of the bus is reduced.
- When the bus has slowed down considerably, ease the vehicle back onto the road.

Fog and Mist

Some areas of the state are in extremely heavy fog belts at certain times, and several serious accidents have occurred as a result.

The following procedures should be used by the driver for fog and mist conditions:

- Windshield wipers and the defrosters should be started.
- Speed should be lowered.
- Buses should be well lighted for better visibility.
- In extremely dense fog it will probably be safest to pull well off the roadway and stop. If that is the case, turn off all lights.
- School district policies relating to "run" or "don't run" should be established and followed.
- Radio stations have been very helpful in advising drivers about adverse weather conditions.

HYDROPLANING

This problem is created when there is enough water on the road and the speed is fast enough to create a wedge of water under the tires. This condition creates a loss of vehicle control.

Note - There are contributing factors in hydroplaning. The following items should be discussed with the driver:

- **Water** - It does not take much. Although hydroplaning is more likely to occur on roads covered with half an inch or more of water, it can happen with less.
- **Speed** - Below 30 mph, a tire should disperse water under and around it, and maintain contact with the road. Above 20 mph, partial hydroplaning can occur. Above 55 mph, the tire may lose contact with the road, causing total hydroplaning.
- **Tires** - Worn or under inflated tires invite hydroplaning and will do so on less water and at lower speeds. Good treads channel the water through the grooves without lifting the wheels.
- **Weight** - The lighter the vehicle, the more chance of hydroplaning.
- **Weight distribution** - If too much weight is concentrated in the rear of the vehicle, hydroplaning is also likely, for the front tires will tend to tilt up much like the bow of a speedboat.

The following procedures should be used by the driver when hydroplaning conditions are present.

- Be alert for hydroplaning conditions. Hydroplaning can occur with minimum moisture: dew, fog, or the first few raindrops.
- If the steering begins to feel unstable, your tires are losing traction with the road surface. Ease off the accelerator and do not apply the brakes.
- Follow the tracks of the car ahead. Their tires will clear away the water. However, don't tailgate. When hydroplaning conditions are present, you should increase your following distance.
- If you anticipate hydroplaning conditions, increase your tire pressures, but do not exceed the recommended maximum pressure.
- Worn tires lower the speed required for hydroplaning. Check your tread depth and, if necessary, replace your tires. Treads were originally placed on tires to dissipate water and eliminate skidding.

TRACTION

During this lesson the trainee will be made aware of the meaning of the word traction. Explain what the word traction means and the reasons that "adhesive friction" is important in our driving. Show trainee the area of tire that is actually in contact with the roadway. For example, on a tandem-axle "ten wheeler," all ten tires cover an area of a little over two square feet.

This is an area about the size of the driver's seat cushion. "Where the rubber meets the road" is not a very large area to control ten to twelve tons of bus.

The following items should be discussed with the driver:

- Bouncing tires have very poor and uneven traction.
- An increase in speed causes a decrease in traction.
- The less traction, the greater the chances for a skidding accident.

- Retarders should not be applied during slippery road conditions
- Maximum braking takes place just before the skid.

WINTER DRIVING

Explain the terms, “white ice” and “black ice.” Some areas on winter roads will stay frozen during the day. Most roadways are posted with signs that warn of this hazard. Bridges and overpasses are first to freeze.

Explain why your bus should be prepared for winter driving.

The engine should be tuned; the exhaust system should be in good condition; and the brakes, tires, heater, and defroster should all be in first-class condition. The radiator should have proper coolant to protect against low temperatures.

Winter driving kits composed of deicer, starting fluid, chain links, wire, a pair of pliers, ice scraper, and a flashlight can aid the driver in winter driving.

Emphasize that a safe, professional driver will be prepared to mentally and physically drive their vehicle safely in all conditions. When driving in snow and ice, the driver should:

- Be mentally prepared to face all kinds of weather.
- Go to work early to make thorough preparation and start the trip earlier than usual.
- Chains should be installed.
- Warm up the bus.
- Clean lights, mirrors, and front and rear windows.
- Check all exits for smooth operation.
- Have heater and window defrosters operating.
- If sanders are used, be sure they are full and operable.
- If equipped with automatic traction chains be sure they are operable.

On Snow

When starting, the driver should engage the clutch very slowly and accelerate slowly and steadily to avoid spinning the wheels. The driver should establish and maintain a greater distance than usual from other vehicles and allow for ample stopping time.

On Ice

Black ice often looks like wet pavement. When direct sunlight has melted the ice quickly, look for shaded areas that may still be icy. Tunnels, bridges, and overpasses usually remain icy longer than other portions of the road.

Approach curves slowly, drive at speeds lower than posted, and make smooth turns to avoid braking. The key to controlling any vehicle is keeping from spinning or locking the wheels.

TIRE CHAINS

When vehicles are operating in areas where snow and ice may be encountered, tire chains should be on board at all times. The following procedures should be used:

- Be sure the chains are the correct size for the tires.
- Training drivers to "chain up" should be done in the fall before winter conditions arrive.
- If tires are changed, recheck the chains to ensure they fit properly.
- Obey road signs regarding use of chains.
- Follow district or company policy on "chaining up."
- No person should ever drive faster than prevailing conditions permit.

TIRE BLOWOUT (Rapid Air Loss)

Modern tires are very durable; however, under certain circumstances, blowout or rapid air loss occurs. Your actions will depend on the conditions surrounding you at the moment. The following are some procedures to follow in a tire blowout or rapid air loss situation:

Front or Rear Tire - Rapid Air Loss

- Keep a firm grip on the steering wheel. Discuss position of hands on steering wheel.
- Immediately press down on the accelerator.
- Steer the vehicle in the opposite direction of the deflated tire, as necessary.
- When you have stabilized the vehicle, slowly let off of the accelerator and bring the vehicle to a smooth stop.
- Turn on hazard lights.
- Evacuate the bus, if necessary.

Note - Use extreme caution when applying the brakes. Use of the service brake could cause the vehicle to pull severely in the direction of the deflated tire. To maintain vehicle stability it may be necessary to use the vehicle's emergency stopping system.

SKID CONTROL

A skid occurs whenever the tires lose their grip on the road. This can happen in one of three ways:

- Over braking - Applying the brakes too hard and locking the wheels.
- Over steering - Turning the wheels more sharply than the vehicle can turn.
- Over acceleration - Supplying too much power to the wheels, causing them to spin.

Steering to Get Out of a Skid

- The bus is going straight.

- The back end of the bus skids to the left. The bus is now moving forward on an angle. Do not brake. Use accelerator to maintain power to rear wheels.
- Steer left, in the direction you want the bus to go.
- The bus is back on course.
- The back end fishtails to the right.
- To control fishtailing in the opposite direction, counter steer right to get back on course. Repeat sequence as needed.
- Steering control is reestablished.

UNEXPECTED HAZARDS

When you suddenly see a hazard in your direct path, you must make an immediate decision. By using the “imaginary experience” technique and by simulating some unexpected hazardous conditions, the trainee can be better prepared to react to the hazard.

In situations of this type, the driver must control the tendency to slam on the brakes. A quick decision must be made:

- Is braking the best evasive action to take?
- If there is a possible escape path, is there sufficient clearance to allow the bus to pass through?
- Will the driver be able to control the steering?

Encourage the trainee to offer additional comments on what other actions should be considered.

Some procedures to consider in the following situations:

Brake loss - Discuss with trainee how to react to loss of air or vacuum according to the braking systems used on various buses.

- Do not panic.
- Downshift the transmission to help slow vehicle.
- Apply the service brake. More pressure is required, however. The system has lost its power assist.
- If necessary, apply the parking brake gradually.

Sudden loss of visibility - Hood flies up.

- Do not panic.
- Keep your sense of direction, and use the windows and mirrors.
- Apply brakes moderately.
- Activate proper turn signal.

-
- Steer out of traffic lane and stop.

Windshield wipers fail

- Look through side windows to keep sight of the road.
- Apply brakes gradually.
- Signal your lane changes.
- Pull over as far as possible.
- Stop the bus.

Headlights fail

- Hit the dimmer switch repeatedly.
- Activate the four-way hazard lights.
- Reduce speed, apply brake, and steer out of traffic lanes.
- Stop the bus and set warning reflectors (if applicable).
- Check fuses, replace if possible, or report the breakdown.

Vehicle runs off pavement

- Release accelerator.
- Keep firm grip on steering wheel.
- Brake very gently.
- Do not attempt to return to pavement immediately.
- Straddle pavement edge and decrease speed to 10 mph.
- Turn back onto the pavement where it is nearly level with the shoulder.

Steering failure - caused by loss of power steering fluid or power steering belt.

- Apply brakes gradually.
- Steer out of traffic lane and stop.
- Put out reflectors (if applicable).

Accelerator sticks

- If a driver is confronted with a stuck accelerator, the driver should be prepared to act quickly and intelligently. This could happen when starting the engine or it could happen in traffic when the vehicle is accelerating.
- Braking will be of limited effectiveness because the power of the engine will overheat the brakes. Shift the transmission into neutral.
- Push the accelerator hard two or three times or attempt to pull up with your foot.

If the vehicle does not slow down, turn off engine and pull to the side of the road when safe.

Other hazards

- Loads projecting from the rear of vehicles.
- Loose objects falling from a vehicle.
- Doors swinging open.
- Animals running across roadway.

EVASIVE MANEUVERING

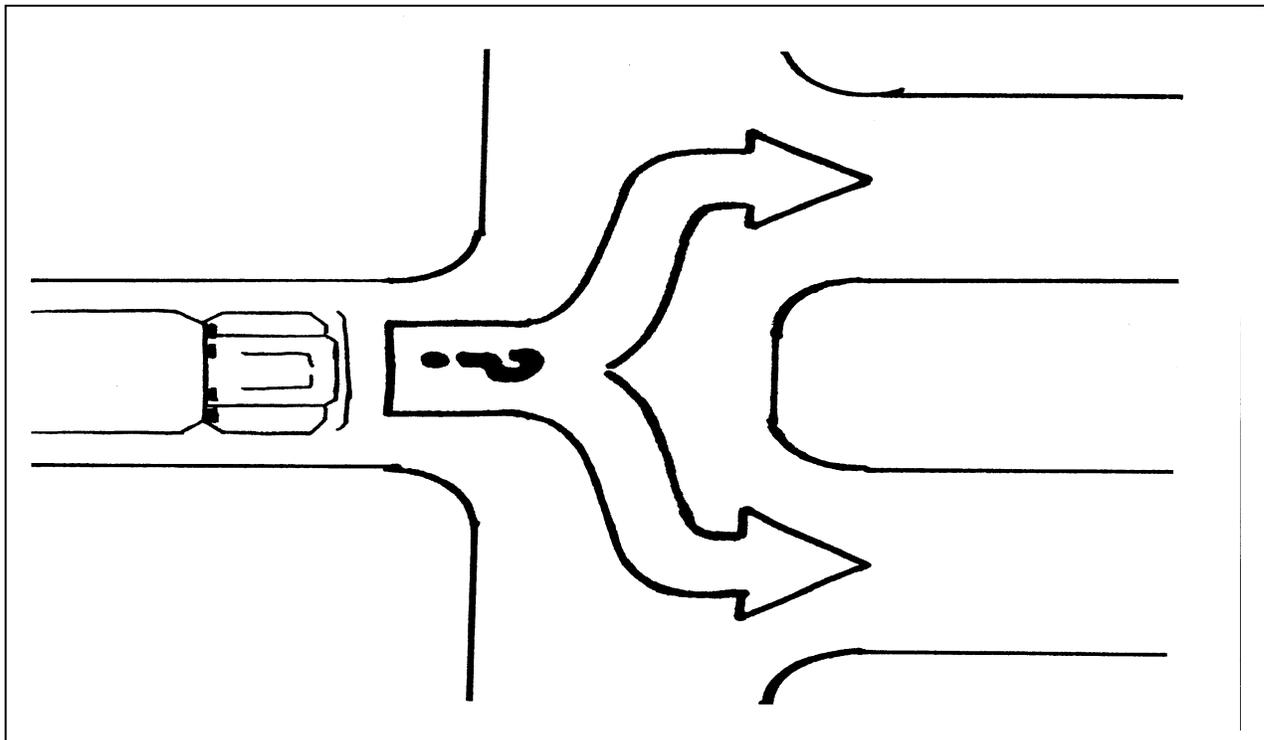
Instructions - The layout for this course will include the setting up of three different lanes 15 feet in width. A space of at least 45 feet by 1500 feet will be needed. With the use of cones, create a 15-foot wide lane approximately 300 feet long. This lane should continue until intersected by another lane approximately 45 feet wide and 45 feet long.

This intersecting lane will have two other lanes (each 15 feet wide and 300 feet long) on the far side and at opposite ends of the originally established "T" intersection.

Procedure - The trainee will practice, at varying speeds, proceeding forward on the original lane – headed in the direction of the "T" intersection.

At the driver trainer's signal, the trainee will either turn left or right – crossing over the intersecting lane and turning into either the left or right lane on the far side of the intersecting lane – and continuing forward until able to stop safely.

See illustration.



SECTION BTW-6: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL FIVE

DRIVER PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed in Skills Level Five before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
NIGHT/DARK DRIVING										
Visual adjustment										
Defensive driving										
Intersections										
Single/multilane highway										
Hills up/down										
Railroad grade crossings										
Transmission control										
Engine control										
Brake control										
Judgment										

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
ADVERSE CONDITIONS										
Rain										
Mud										
Wind										
Smoke										
Fog or mist										
Snow										
Dust										
Winter driving										
TIRE CHAINS										
Chaining up										
UNEXPECTED HAZARDS										
Vehicle control										

SECTION BTW-7: BEHIND-THE-WHEEL TRAINING
PASSENGER LOADING & UNLOADING PROCEDURES

SKILLS LEVEL SIX

Notes and Comments	PURPOSE
	<p>To provide each trainee with the knowledge of correct procedures to safely load and unload pupils under all conditions.</p> <p>OBJECTIVES</p> <ul style="list-style-type: none"> • Teach proper procedures of pupil loading and unloading. • Teach proper red light crossover maneuvers. • Enhance the trainee's ability to apply the legal and common sense procedures for safely loading and unloading passengers. <p>Note - This skills level is designed to teach proper procedures to safely load and unload passengers. Contained in this skills level are instructions on making the driver aware of situations that may arise in the loading and unloading zones; the proper way to load and unload pupils; and proper procedures to perform during a red lights crossover, both loading and unloading. Included are suggestions and safety guidelines to help the new driver and experienced driver develop good, safe, loading and unloading habits.</p> <p>The trainer should have thorough knowledge of all laws and regulations that apply to bus stops. These regulations, of course, would apply to district designated stops, off-roadway stops, prohibited stops, and stopping in designated city business district areas.</p> <p>The primary concern to a new driver on the first day should be, what about this stop or that stop?</p> <p>Does a printed sheet of paper with a list of streets and symbols such as L's, R's, C's, and X's help a new driver?</p> <p>Does the route sheet indicate bus stop hazards, such as dips to the right, is on rough ground, is extremely slippery when wet, or is flooded and under water at times?</p> <p>Does the route sheet indicate two subdivisions constructed recently, heavy traffic, both vehicle and pedestrian; additional shopping centers; railroad crossing hazards with limited staging problems, and/or other hazards that were not there five years ago?</p> <p>When was the bus stop designated?</p> <p>Many times the route sheet does not have this information.</p> <p>Where does accurate stop information come from?</p> <p>It comes from proper training and monitoring of the bus stops on a regular basis by supervisory transportation personnel and with bus driver feedback.</p> <p>VEHICLE SELECTION</p> <p>By the time trainees reach this skills level, they should be capable of driving all vehicles in the fleet. It is very important that each trainee be familiar with the different types of vehicles.</p>

Each type of vehicle will have its own characteristics, and the driver must be prepared for this. Some of the characteristics with which the driver must contend include size of the vehicle, weight of the vehicle, different configuration of mirrors, and blind areas.

These are only a few of the diversities with which a driver must learn to contend. It is vital that all drivers understand how the characteristics of these vehicles can make a difference during pupil loading or unloading situations.

SCHOOL BUS STOPS

Designated Stops

The driver shall stop to receive or discharge pupils only at a school bus stop designated by the school district governing board as provided for in Idaho Code 33-1502 and State Board of Education Administrative Rule IDAPA 08.02.02.150-170 referencing *Standards for Idaho School Buses and Operations* – pg. 53

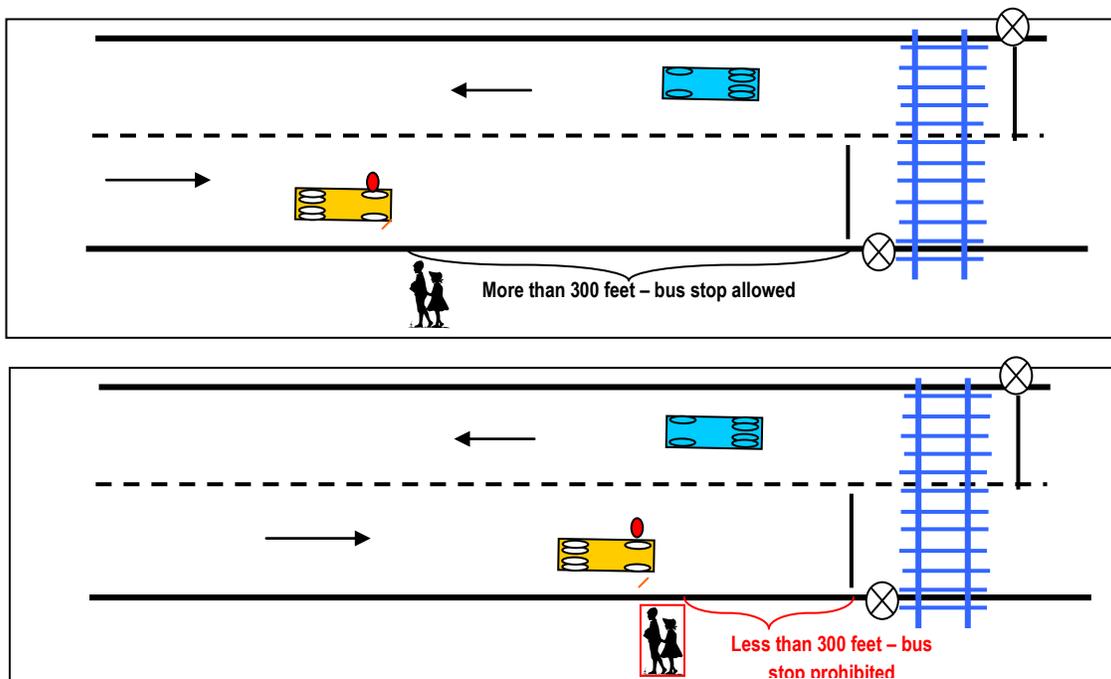
The student shall not leave or board the bus at locations other than the assigned home stop or assigned school unless such arrangements have been approved by appropriate authority. Appropriate authority and the approval process shall be defined in local district policy. (*Standards for Idaho School Buses and Operations* – pg. 53)

The board of trustees of each school district may establish, and alter, bus routes and establish, and alter, non-transportation zones. Such routes and zones shall be determined for each year not later than the regular August meeting of the board. (*33-1502, Idaho Code*)

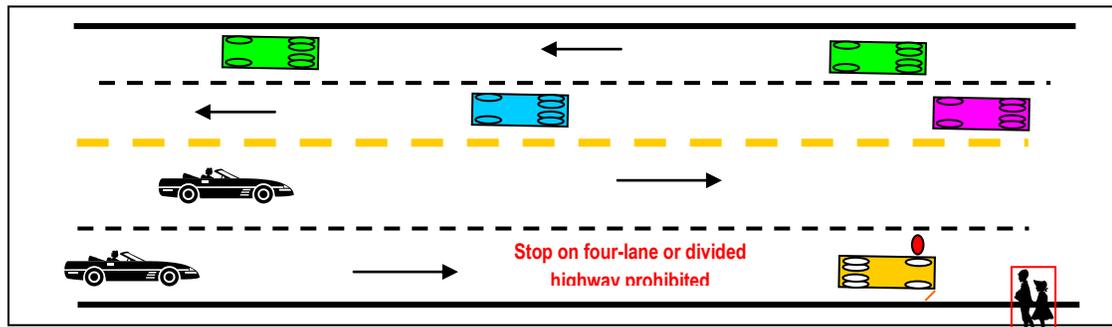
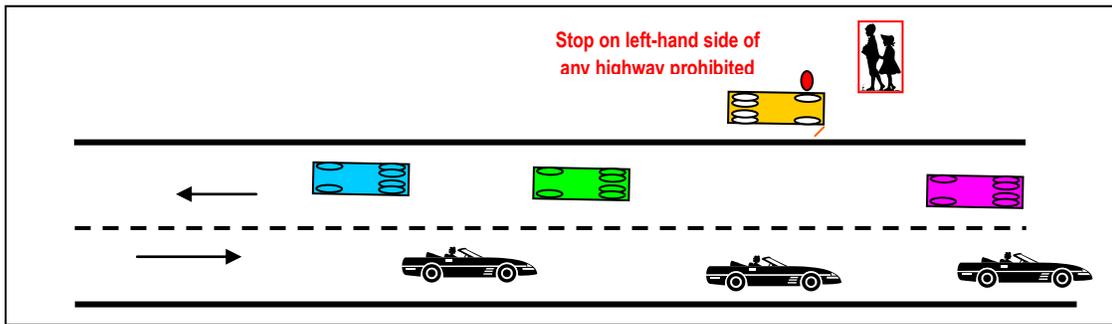
Prohibited Stops

While not specifically prohibited, it is highly recommended that a school bus stop not be designated at the following locations:

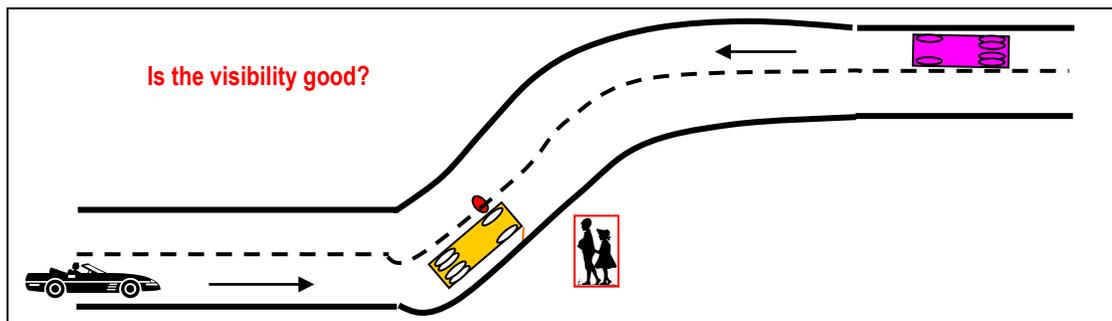
- Within 300 feet of the nearest rail of any railroad crossing or grade, except at railroad stations or on highways that parallel the railroad tracks.



- The left-hand side of any highway; A driver loading or unloading students on a roadway having more than three (3) lanes must load or unload only students who live on the right side except at intersections with traffic control signals.



- When, in the judgment of the governing board of a school district, it is necessary for the safety and adequate protection of the health of pupils being transported to and from schools to authorize a school bus stop at a place where there is not a clear view of the stop from a distance of 100 yards in each direction along the highway (IDAPA 08.02.02.170 – *Standards for Idaho School Buses and Operations* – pg. 53), such stops may be authorized (Idaho Code 33-1502). However, it is strongly advised that districts alert the Idaho State Patrol and solicit their recommendations and input.



In the initial phase of the behind-the-wheel training on loading and unloading, have each trainee select what would be a suitable location for a designated stop. Stop and discuss the situation from every standpoint.

- Is the visibility good?
- Are there heavy traffic problems?
- Would it be a safe bus stop?

- Would it be suitable for a red light crossing?
- Is property damage to residences likely to happen?
- Are there animals nearby?
- Are there preschool children in the area?
- Are there commercial buildings nearby, such as liquor stores, quick stop food stores, massage parlors, pool halls, etc.?
- Should the designated bus stop be changed? If so, why?

Every effort should be made to establish school bus stops in the safest available locations. If a situation should develop which would make a designated stop dangerous for the pupils, the supervisor should be advised so that corrective action can be taken.

Drivers shall not change any bus stop without authorization from the transportation supervisor.

All stops should be made a safe distance from any obstructions which could interfere with safe loading and unloading.

In urban areas, if the stop cannot be made within easy stepping distance from the curb, stop far enough away from the curb so the pupils must step down to the street and then into the bus. Do not allow pupils to jump from the curb to the bus.

USE OF TURN SIGNALS

When a designated stop is off the main portion of the roadway, the driver must use proper turn signals during the loading/unloading procedure. The general rule is to activate the turn signal early enough to allow five blinks of the lamps or 100 feet before the stop. The driver must allow traffic following enough time to react to the changes. The driver should cancel the turn signal as soon as the bus comes to a stop.

When leaving an off-road stop, the driver must use caution and only activate the left-turn signal when it is safe to reenter traffic. Once traffic has cleared the vehicle, the driver should activate the turn signal and smoothly enter the correct traffic lane.

USE OF MIRRORS

When entering and exiting a loading/unloading area, the driver must be conscious of everything around the vehicle. Without mirrors this would be an impossible task.

In Skills Level Two it was discussed how a driver should use the five/six-count mirror procedure when making turns and entering traffic.

During the loading and unloading procedures, the driver must use the five/six-count mirror procedure in a different way.

Instead of only looking for traffic, the driver now must watch the front of the vehicle, both sides of the vehicle, and the back of the vehicle for any children, pets, or movable objects that may come into the area.

The right side of the vehicle is a major concern for the driver during loading and unloading situations. The driver must remember to clear the area surrounding the vehicle prior to movement.

During Skills Level Two the mirror count for a left turn was to check the left mirror just prior to entering traffic to the left.

In loading and unloading situations, the driver must still check the left side (mirrors) to be sure there is ample room to enter the traffic lane but once this has been confirmed, the driver **MUST** recheck the right-side mirrors to ensure that no one is in the area surrounding the bus.

The bus should not be moved until this final right-side mirror check has been completed and the driver has confirmed that no one is at risk inside or outside the vehicle.

If the vehicle is not equipped with a right-side convex mirror, there may be a large area on the right side of the vehicle that cannot be seen by the driver. The driver must take extra precautions to ensure that this area is not occupied before moving the vehicle.

If the vehicle is equipped with a right-side convex mirror, remember the convex mirror distorts distance and any object in the mirror may be closer than it appears.

The following is a suggested mirror count during the loading and unloading procedures:

- Check the right-side mirrors when exiting traffic.
- During the procedure the driver should be monitoring all mirrors continuously.
- Once the loading or unloading is completed, the driver does a full mirror count.
 - Right-side mirrors for any children, adults, or animals that are close to the vehicle.
 - Inside rearview mirror for any movement around and in the vehicle.
 - Crossview mirror/s.
 - Left-side mirrors for a final evaluation of traffic.
 - Prior to moving the vehicle, the driver must recheck the right-side mirrors to be positive the area is clear and it is safe to move.

This type of check will help the driver ensure that the area surrounding the vehicle will be clear.

APPROACH

The driver must use extreme caution when approaching a school bus stop or loading and unloading zone. At no other time is the driver under more demanding situations than when entering these areas.

The driver must constantly be aware of traffic and must continuously scan for pupils in these areas. The driver cannot rely on the pupils being in their designated area.

When approaching these areas, there are certain procedures that are suggested for each driver to follow:

- Be constantly aware of traffic.
- Approach at a cautious speed.
- Use appropriate turn signals.

-
- Constantly monitor all mirrors.
 - Be aware of people around the vehicle.

At all bus stops, whether loading or unloading, the bus should be secured by placing the transmission in neutral and applying the parking brake. This procedure, while recommended, is not mandated. Check with local policy. Some school districts trigger this procedure based on number of students boarding/deboarding.

Buses should not be put into gear until all pupils have boarded and are seated. Check and recheck all mirrors before moving the bus.

PASSENGER LOADING (Right Side)

Drivers are responsible for the safe and orderly manner in which the passengers board the bus. The procedures for bus loading may vary due to the different locations of designated stops.

The following information will increase safety and at the same time protect the passengers:

- Pupil conduct at the bus stop should be the same as required on the school grounds. This means the pupils should not destroy shrubbery or property in the immediate area and they should not litter the ground with trash or papers.
- Passengers should be at the bus stop prior to the time the bus arrives and should be at least ten feet from where the bus will stop. The bus driver shall stop four to five feet prior to the waiting students. Waiting passengers should not move toward the bus until it has come to a complete stop and the door has been opened. Students should wait for a prearranged hand signal from the bus driver.
- Waiting passengers should walk toward the bus in an orderly manner and board single file.
- There is to be no shoving or scuffling while boarding or waiting to board the bus. One hand should be free to use the handrail.
- Passengers should be seated promptly and face the front of the bus. Passengers shall not leave their seats while the bus is in motion and should have no unnecessary conversations with the driver.
- Passengers must board the bus at their designated bus stop only.
- Passengers should not open or close windows or emergency exits except when specifically requested to do so.

PASSENGER UNLOADING (Right Side)

One of the most important tasks a driver must safely perform is unloading passengers. Past experiences indicate that during this procedure the passengers and the driver are exposed to many hazards. Each driver should follow certain procedures for the safety of the passengers.

Some of these procedures are listed below:

- Passengers shall remain seated until the bus comes to a complete stop and the driver opens the door.
- Passengers must face forward when leaving the bus and should have one hand free

to grasp the handrail. Passengers should not be allowed to jump or skip steps.

- After leaving the bus, all passengers must move completely away from the bus and out of danger before the bus moves away.
- The most critical time in an unloading situation is when the bus is leaving. It is extremely important that the driver account for all passengers who exited the bus and anyone else who is close to the vehicle.

DEPARTURE

Extreme caution must be exercised when a driver is preparing to depart from a bus stop or loading/unloading zone as well as when the driver is approaching the bus stop. The driver also has the added problem of passengers going in several different directions.

The driver must constantly be aware of the area around the vehicle.

Below are suggested procedures to help the driver safely depart from a bus stop or loading/unloading zone:

- The driver must be sure the area is clear before placing the transmission in gear.
- Check all mirrors carefully.
- Check traffic.
- Activate turn signals where appropriate.
- Recheck right-side mirrors for off-loading passengers and other pedestrians.
- When safe, reenter traffic.

RED LIGHTS CROSSOVER – LOADING

If there are pupils who must cross the street on which the school bus is stopped, the flashing red crossover lights must be activated, except at any location where traffic is controlled by a traffic officer or official traffic control signal.

The procedure for stopping to load students shall be:

- Signal intention to stop with alternately flashing overhead yellow warning lights at a distance of two hundred (200) feet before stopping.
- Stop in center of your lane and twelve (12) feet before getting to the waiting students.
- Extend stop arm and activate alternately flashing overhead red warning lights simultaneously.
- Open door only after traffic has stopped.
- Students who must cross road must wait for prearranged signal from driver to do so and walk twelve (12) feet in front of bus.
- Students should load “single-file” in an orderly manner.
- Close door and check that students are seated.
- The stop arm shall be retracted and the overhead red flashing warning lights shall be

turned off.

- Proceed to next stop.

RED LIGHTS CROSSOVER – UNLOADING

When unloading pupils from the bus, it is the driver's responsibility to ensure that all discharged pupils who cross the roadway have crossed safely. The flashing red light system must be operated whenever a pupil crosses the street on which the bus is stopped at any location where traffic is not controlled by a traffic officer or official traffic control signal.

The procedure for stopping to unload students shall be:

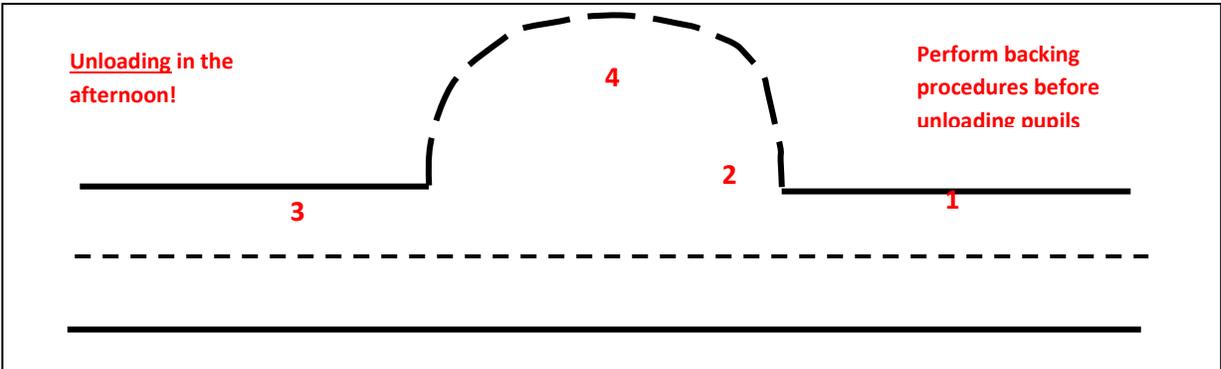
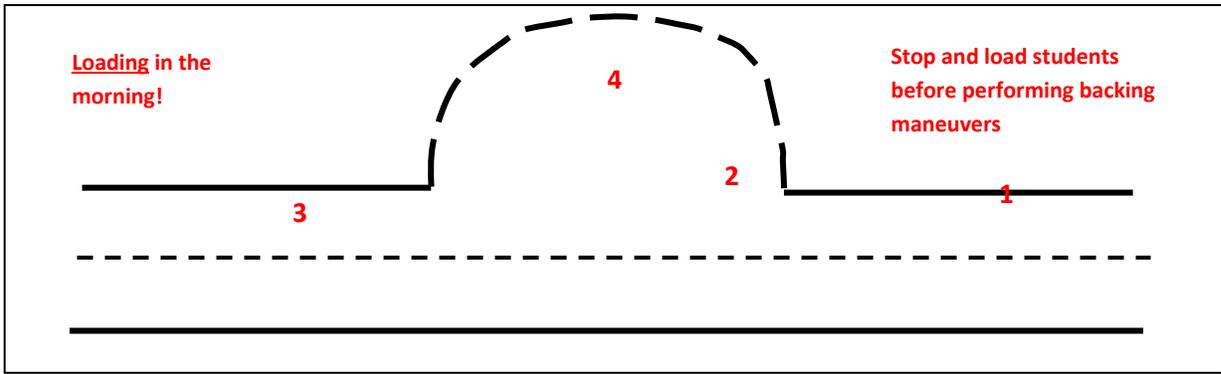
- Signal intention to stop with alternately flashing overhead yellow warning lights at a distance of two hundred (200) feet before stopping.
- Stop in the center of your lane.
- Extend stop arm and activate alternately flashing overhead red warning lights simultaneously.
- Students are to remain seated until bus comes to a complete stop.
- Open door only after traffic has stopped.
- Count students as they leave and again as they move away from the bus.
- Close door after students have disembarked.
- Students who must cross the road must walk twelve (12) feet beyond the front of the bus, along the right edge of the roadway, and wait for the driver's prearranged hand signal before crossing. A driver may warn students of sudden danger by a long, steady horn blast.
- After students have safely crossed roadway, the stop arm shall be retracted and the alternately flashing red overhead warning lights shall be turned off.
- Proceed to next stop.

HAZARDOUS LOADING/UNLOADING CONDITIONS

Loading or unloading at a turnaround

It is best not to back the bus anywhere pupils are present without having someone on the outside of the bus directing this maneuver (not a student). In the event you have to back in any situation, use the horn before backing to warn people around the bus that you are doing so.

It is strongly recommended that whenever possible, stop and load the pupils before turning around. This way you know where the pupils are before performing the backing maneuver. On the return stop do the opposite. Do the backing maneuver first.



During inclement weather the driver will also be contending with condensation on the windows, the noise level will be higher because of heaters and defrosters, and the road conditions will not be ideal. Many times the pupils will be late getting to their stops and you may have parents waiting in cars to deliver or receive their children. This may, at times, cause congestion in the loading/unloading zone.

Many times pets will follow children to these areas, causing the driver problems. The driver must now clear the traffic and animals before moving. Pets may even try to enter the bus, usually to the delight of the pupils, causing even more confusion.

During certain hours of the day the traffic flow may be heavier than it is normally. This traffic condition may cause drivers a problem if they have not previously been exposed to this condition. If the loading/unloading zone is located in a heavy traffic flow area, drivers must be cautious and it is imperative that they realize where each pupil is exiting. When conducting red light crossovers the driver must continuously monitor the traffic to ensure the safety of pupils.

When approaching a loading/unloading zone, the driver must be constantly aware of the surrounding area. The driver must watch for suspicious happenings, such as a person waiting at a stop for several days and the children do not know the individual, or a child who is fearful of a person waiting in this area. In cases such as these, the driver must have been instructed in what to do to ensure the safety of the pupil.

A driver must also be aware of dangerous animals in the loading/unloading zones. The driver might notice a dog loose that usually was fenced or chained. In the rural areas the driver might notice livestock that are loose. In both of these instances, the driver must take precautionary actions to protect the pupil. This may entail keeping the child on the bus. Also, if the child shows alarm toward an animal at the stop, it is still the driver's responsibility to keep the pupil safe. The driver must be instructed in what the local procedure is in handling this type of situation.

SCHOOL SITE LOADING/UNLOADING

It is extremely important that training for new drivers include visitations and procedural instructions for each individual school loading/unloading zone. Take your trainee to each school site, stop the vehicle, and ask the trainee for comments about the area.

The following items should be discussed:

- Number of buses at this school.
- If more than one bus, who is the lead driver or person in charge?
- Type of schedule (staggered or single dismissal).
- If buses are assigned parking locations, is it by bus number or route number, and what is the parking position?
- If buses are parallel parked, they should be bumper to bumper to prevent pupils from running between the buses and into the path of another vehicle.
- Discuss location and related problems with visitor parking and faculty parking area.
- Discuss the direction of students entering the loading area
- Discuss problems that could be created from the location of playground, bicycle racks, and so forth.
- Discuss entrance and exits, width of roads, sharp turns, dips in the road, speed bumps, and trees and shrubbery that may obstruct or impair the vision of the driver in the loading zones.
- Discuss the order of leaving the loading areas. The driver must carefully observe the movements of pupils walking, riding bicycles, or driving cars when leaving school.
- If the loading zone is covered by a roof or canopy, be certain that the height of the canopy will accommodate the tallest school bus.
- Discuss problem objects - such as gateposts or swinging gates.
- Some of the larger transit buses with automatic transmissions need more clearance from the road surface to the lower part of the transmission. This could cause the bus to get “hung up” on some driveways and cause extensive damage.

As a prospective bus driver, the trainee will have many concerns and will be wondering how some of these concerns will be solved.

These concerns will include:

- How will I do with the pupils?
- How about the bus stops?
- How about bad weather?
- And many other concerns . . .

The driver will probably feel that the safest place will be the loading and unloading zones at the schools; however, this is usually not the case.

The school site may not be located so that traffic flows in only one direction. This may cause the driver frustrations and delays.

There may be pupils in this area who are not transported by bus and walk home. The driver must be aware of these pupils also.

Many times parents receive or discharge their children in private vehicles. These parents may be in a hurry and not be on the watch for the bus, so the driver of the bus must watch for them.

Sometimes the driver must back the bus in these zones. If this is true, explain district/company procedures to ensure pupil safety.

Some school site loading/unloading zones are not designed for large buses; therefore, you may encounter a situation where buses are waiting on the surface street to get into the school loading/unloading zone.

As you can see, there are many areas of concern in school loading zones. It is recommended that each school site be handled on an individual basis, because no two are alike. District policies relating to loading/unloading zones should be followed.

SPECIAL NEEDS PASSENGERS (Loading/Unloading)

Note - In the event that your district or company is transporting special education pupils on buses, additional preparation and behind-the-wheel training will be necessary for the driver of those vehicles. It is important that the trainer for this part of the skills level be experienced in all areas of special education transportation. This lesson will deal with loading and unloading procedures of ambulatory passengers and wheelchair users.

Site selection is important. The curb should be wide enough to accommodate a wheelchair and driver attendant.

Lift-equipped vehicles should be used to simulate the "blind transportation exercise." The primary use of this exercise is to blindfold your trainee and let the trainee experience bus transportation from the rider's perspective; for example, wheelchair lift procedures, blind ride, and blind curbing exercise.

Inclement weather can pose a problem. However, it is better if the trainees have the opportunity to experience the unique situations that inclement weather can cause while they are in training. Therefore, do not let the weather alter your training schedule.

Special education pupils are usually "picked up" and discharged at their place of residence. Normal procedures would be followed step by step when approaching the stop and up to the point of opening the door or lowering the lift and leaving the stop.

LOADING

Ambulatory Pupil Procedures

If the pupil's disability does not affect the use of legs, arms, or hands and allows walking, regular loading procedures would be followed. Do not move until the pupil is seated and the seat restraint is fastened.

If the pupil's disability requires use of braces, crutches, or other appliances, the following procedures should be followed:

Boarding Through Front Door

- The driver places the transmission in first or reverse gear, park position or neutral, turns off engine and removes key, sets parking brake, unfastens seat belt, exits bus, and stands behind the pupil during entry into the bus. The driver can assist pupil from this location. The driver should follow the passenger to the seat and assist with

the seat restraint, if necessary.

- In some cases it may be necessary for an ambulatory pupil to ride the lift to enter the bus. In this case the procedures in the previous instance for securing the bus should be followed; however, the driver should ride and operate the lift with the pupil to give extra support. Secure and cover the lift immediately, check pupil's seat restraints, and follow regular procedures in leaving the stop. Be sure the lift toe guard is in proper position, and follow local policies in securing assistive devices.

Wheelchair Procedures

- After securing the bus at the side of the roadway, the driver should leave the bus, open the lift door, and proceed to lower the lift from the outside.
- When the lift is completely down, check the pupil and wheelchair.
- Place the wheelchair on the lift so the pupil faces outward.
- Secure wheelchair brakes.
- The driver will operate the lift while standing to the side and rear of the chair.
- Be sure the lift toe guard is in the proper position.
- On reaching floor level, back the pupil off the lift, raise lift to full up immediately and move pupil to regular position.
- Set wheelchair brakes and secure the chair to the bus with the tie-down system being used.
- Exit bus and close outside doors.

UNLOADING

Ambulatory Pupil Procedures

Pupils remain seated until the bus comes to a complete stop. If the pupil's disability does not affect the use of legs, arms, or hand and allows walking, regular unloading procedures should be followed. If the pupil's disability requires use of braces, crutches, or other appliances, the following procedures should be used.

Exiting through front door:

- The driver places the transmission in first or reverse gear, in park position, or neutral, turns off engine and removes key, sets parking brake, removes seat belt, and helps the pupil remove seat restraint (if necessary). The pupil proceeds to front of bus (walking behind the driver). The driver will exit bus first and stand outside the bus, facing the pupil. The driver can assist pupil, if needed, as the pupil exits the bus. The driver enters the bus and follows regular procedures for leaving the bus stop.
- In some cases it may be necessary for an ambulatory pupil to ride the lift when exiting the bus. In this situation the driver should secure the bus in the normal procedure. The driver should open the outside doors, then go to the seat location of the pupil and, if necessary, assist the pupil in gaining a standing position. The driver will then proceed to the lift with the pupil and prepare to lower the lift to floor level. The driver and pupil should then stand on the lift and the driver will operate the lift to the ground level. When the pupil is off the lift and a safe distance from the bus, the driver should raise the lift to full up, close the outside doors, reenter the bus and

proceed to the next stop.

Wheelchair Procedures:

On arriving at the designated stop, secure the bus in the normal procedure. Leave the bus in first or reverse gear or in park position, with the engine off, keys removed and in driver's possession, and parking brake set. Prepare to lower lift to floor level. Remove tie-down belts from the pupil's wheelchair and place the wheelchair on the lift, facing outward, and set the brakes. Be sure the lift toe guard is in the proper position. Operate the lift smoothly, ride to the ground level, and remove the pupil from the lift and a safe distance away from the bus. Raise the lift to full up, close lift doors, reenter the bus, cover the lift and proceed to next stop.

When wheelchairs are removed from their positions, the tie-down belts should be removed from the floor channels and stored. This will prevent ambulatory pupils, bus assistants, and drivers from tripping or injuring themselves on these attachments.

Conclusion - The responsibility of safely loading and unloading passengers rests with the driver.

SECTION BTW-7: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL SIX

DRIVER PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed in Skills Level Six before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
SCHOOL BUS STOPS Designated										
Prohibited										
PASSENGER LOADING (Right Side) Approach										
Procedures										
Departure										
PASSENGER UNLOADING (Right Side) Approach										
Procedures										
Departure										
RED LIGHTS CROSSOVER Loading procedures										
Unloading procedures										

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
HAZARDOUS LOADING- UNLOADING Turnaround										
SCHOOL SITE LOADING- UNLOADING Approach										
Procedures										
Departure										
SPECIAL NEEDS PASSENGERS Loading procedures										
Unloading procedures										
Tie-downs										
Lifts										
Ramps										
Wheelchair procedures										
Special equipment - securement										

SECTION BTW-8: BEHIND-THE-WHEEL TRAINING

EMERGENCY PROCEDURES

SKILLS LEVEL SEVEN

Notes and Comments

PURPOSE

To increase the trainee's knowledge, conditioning, and concentration to prevent emergency situations from going beyond the point of no escape.

OBJECTIVES

Teach emergency procedures for use in case of a mechanical breakdown.

Teach emergency procedures for use when a bus is involved in an accident.

Teach the description and use of emergency equipment on buses.

Teach procedures for use in an emergency evacuation.

Note - This skills level covers the procedures recommended for use in the event of an emergency. The trainer should keep in mind that each emergency presents different conditions; therefore, the sequence of procedures suggested may not be practical in every case. In some cases good common sense will be the rule.

The trainer needs to have operational policies regarding emergency procedures for critical situations for use in instructing and explaining to the trainee all operational policies. Good policies, rules, and procedures establish a flow of communications between the board, administration, supervisors, bus drivers, and parents.

This communication is founded on a thorough understanding of the laws, policies, and procedures by all who work with them and to whom they apply.

EMERGENCY PROCEDURES - GLOSSARY OF TERMS

Critical Situation - Any situation which may result in a collision.

Law - A requirement that has been passed by a legislative body (state legislature) and signed by the chief executive (Governor); for example, the Vehicle Code_(VC).

Organizational Policies - Board policies - Board policies are general principles or guidelines for the operation of the organizational system developed by or at the request of the board within an organization.

Organizational Policies - Administrative Rules or Regulations - Administrative rules or regulations are further rules for the operation of the organization, developed by the administrative and supervisory staff of the organization. They are designed to implement board policies.

Organizational Policies – Procedures - Procedures are the “how to” element in the policies, rules, and procedures sequence. Usually developed by the first-line supervision in consultation with the people actually driving the vehicles, they outline the accepted methods of day-to-day operation.

Policy - A course of action, guiding principle, or procedure adopted by an authoritative body and considered to be expedient, prudent, or advantageous. Policies are principles or procedures that one is expected to follow and should follow, but they are not absolutely mandated as a law or rule.

Recommendation - A statement that gives advice or counsel. Any organization or individual might recommend some action. It is strictly advisory. It is not required.

Rules And Regulations - Describe a requirement adopted by an executive department. The Legislature establishes a program and then gives an appropriate executive department the authority to establish rules for carrying out the program. A definite procedure must be followed when adopting administrative rules. When adopted, the rules have the same effect as though they were laws.

VEHICLE SELECTION

Within this skills level it is advisable to have the trainee learn and develop emergency procedures for all different types of vehicles that may be operated. These vehicles can be equipped with automatic or standard transmissions. It is essential that the vehicle(s) to be driven are in safe operating condition and are equipped as required by law and regulations.

SITE SELECTION

The selection of a training site for Skills Level 7 will be different than any of the previous skill levels because of the type of training being given. One option for this skills level could be the transportation facility. Most of the training is done with the vehicle stationary and the engine shut off. Very little movement is required of the vehicle.

Another option is to select a site that offers a real-world environment. If this option is chosen, locate stretches of road with minimum traffic, such as deserted subdivisions, industrial parks, or country roads. Be careful in this selection, because trainees will learn faster when they do not have to compete with too many hazards in the driving environment.

EMERGENCY HAZARD FLASHERS

Emergency flashers should be used as warning devices. They should be activated when a need exists to draw other drivers' attention to the vehicle. For example, they can be used whenever a vehicle breaks down on the roadway.

- When disabled or parked off the roadway but within 10 feet thereof, turn signal lamps may be used as warning lights, if the front and rear turn signal lamps at each side are being flashed simultaneously.
- Turn signal lamps must be used as warning lights whenever a vehicle is disabled upon the roadway and the vehicle is equipped with a device to automatically activate the front turn signal lamps at each side to flash simultaneously, and the rear turn signal at each side to flash simultaneously, if the device and the turn signal lamps were not rendered inoperative by the event which caused the vehicle to be disabled.
- Hazard warning lights may be flashed in a repeating series of short and long flashes when the driver is in need of help.

EMERGENCY REFLECTORS

The placement of reflectors will usually be determined by the actual position in which the bus is stopped and by the types of roadways. Every one of these situations may require a different placement of reflectors. Simulate breakdowns and have the drivers actually pace off the required distances, depending on the situation, and place the reflectors in the proper location. It is important that trainees understand thoroughly all current laws and regulations.

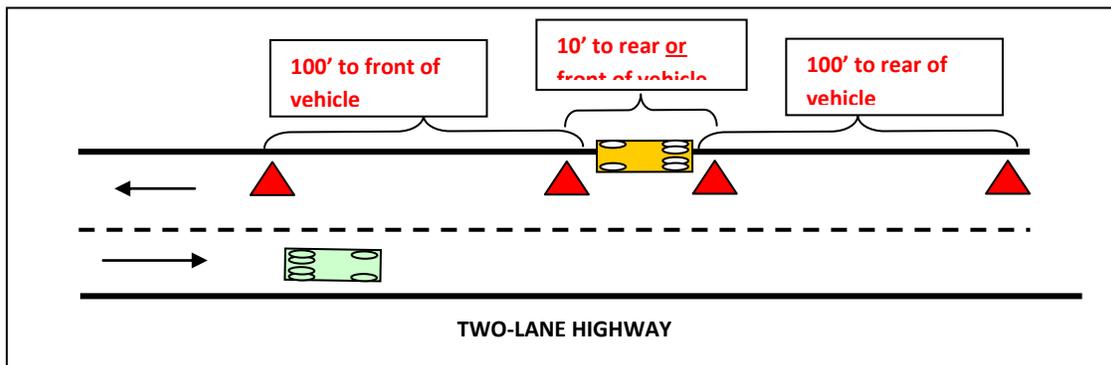
Emergency Reflectors Placement

Determine the location of the reflectors within the training vehicle.

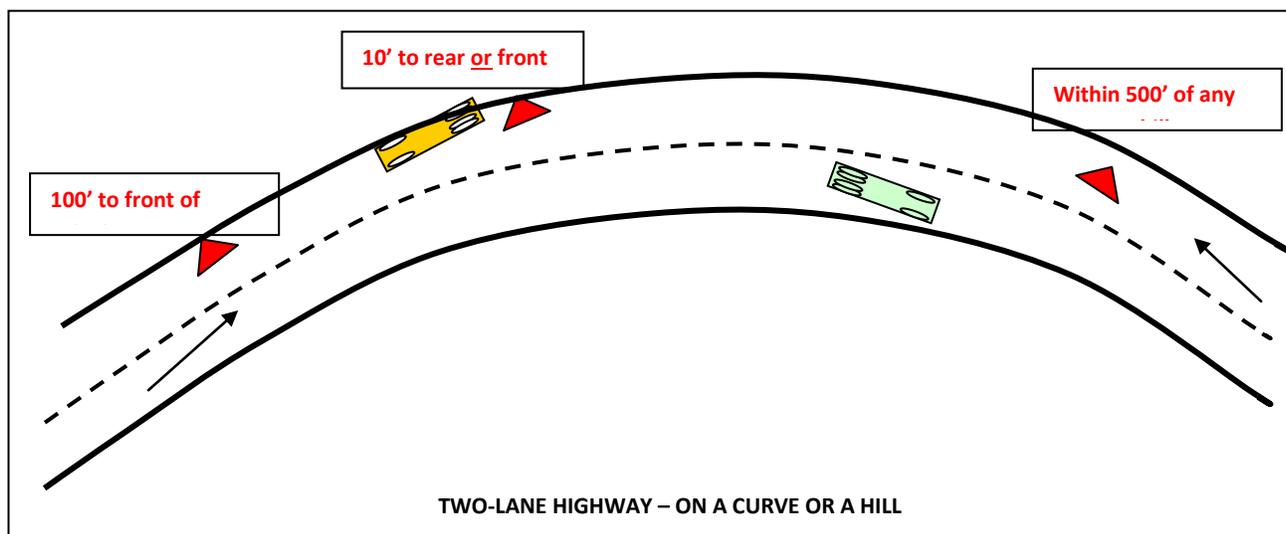
Instruct the trainee that every vehicle subject to code, State Board of Education Administrative Rule, or National Standards, if operated during darkness, shall at all times be equipped with at least three red emergency reflectors which shall be maintained in good working condition.

Instruct the trainee that when a vehicle is disabled on the roadway during darkness, reflectors shall be placed immediately as follows:

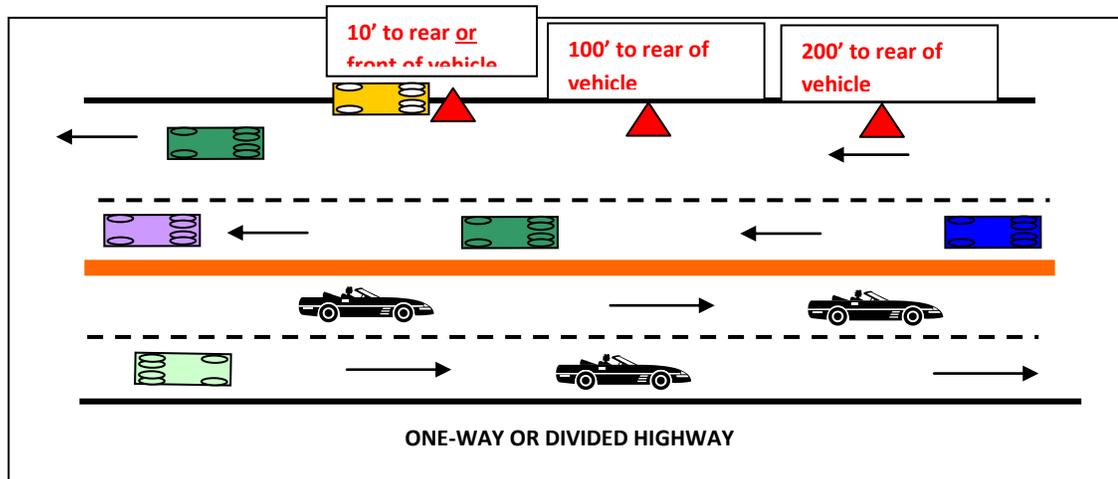
- One at the traffic side of the disabled vehicle, not more than 10 feet to the front or rear thereof.
- One at a distance of approximately 100 feet to the rear of the disabled vehicle in the center of the traffic lane occupied by such vehicle.
- One at a distance of approximately 100 feet to the front of the disabled vehicle in the center of the traffic lane occupied by such vehicle.



- If disablement of any such vehicle occurs within 500 feet of a curve, crest of a hill, or other obstruction to view, the driver shall so place the reflectors in that direction to provide warning to other users of the highway, but in no case less than 100 nor more than 500 feet from the disabled vehicle.



- If disablement of the vehicle occurs on any roadway of a divided or one-way highway, the driver must place to the rear and in the center of the lane occupied by the stalled vehicle one reflector at a distance of approximately 200 feet, a second reflector at a distance of approximately 100 feet, and a third reflector at the traffic side and not more than 10 feet to the rear of the vehicle.



USE OF FIRE EXTINGUISHERS

There are different types of fires which must be extinguished differently; furthermore, fire extinguishers are classified by the type(s) of fires they are designed to combat. During any fire, time is of the essence. There is no time to be fumbling around trying to find the fire extinguisher or figuring out how to operate it. It is important that the trainee:

- Know the location of the fire extinguisher.
- Know how to operate the extinguisher.
- Know how to fight the fire.
- Be aware of the regulations regarding fire extinguishers.

School Bus Fire Extinguisher

The bus shall be equipped with at least one UL-approved pressurized, dry chemical fire extinguisher complete with hose. Extinguisher shall be mounted in a bracket, located in the driver's compartment and readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher and be easily read without moving the extinguisher.

The fire extinguisher shall have a total rating of 2A10BC or greater. The operating mechanism shall be sealed with a breakable type seal which will not interfere with the use of the fire extinguisher.

Fire Extinguisher Operation

- Remove the extinguisher from its mounting bracket.
- Hold the extinguisher in a vertical position or upright position.
- Pull the pin, using a twisting motion, and break the seal.

- If possible, stand upwind from the burning material to avoid smoke and heat.
- Squeeze the handle to discharge chemicals at the base of the flame, using a side-to-side motion.
- Turn the extinguisher on and off as desired to control the fire.
- Do not walk into unburned material that could catch fire in a back flash and cause injury to you.
- Regardless of the extent of use, recharge or replace the extinguisher.

The trainee must be able to demonstrate this basic procedure and be coordinated with it before continuing.

Note - Show the trainee a sample extinguisher and explain what to check and/or how to operate it. Quote any policies on usage and maintenance of this equipment.

MECHANICAL BREAKDOWN

The risk of roadside accidents increases substantially on interstate highways and rural roads with high-speed traffic. It is worse at night when depth perception is reduced and drivers have a tendency to lock in on the taillights ahead and to follow them without paying attention to vehicle speed. The trainer's responsibility is to ensure that the trainees understand this danger and the steps they must take to minimize any danger for themselves and their passengers.

Because the circumstances of each mechanical breakdown are different, the sequence of procedures to be followed may vary; but the following general procedures are recommended to the trainee. Remember; explain all local policies applicable to mechanical breakdown.

Instruct the following procedures for mechanical breakdown:

- When a pupil is aboard, the driver should not leave the driver's compartment without first stopping the engine, effectively setting the parking brake, placing the transmission in the appropriate gear, and removing the ignition keys, which should remain in the driver's possession.
- Activate the emergency hazard flashers and place the reflectors in an appropriate position, if conditions warrant.
- If possible, request two different passing motorists to notify transportation officials of the vehicle's location and expected mechanical failure. The driver should provide the assisting motorists with the proper number to call. The driver should remain with the vehicle.
- Keep the passengers on the vehicle in most cases. Passenger safety is the highest priority. Safety conditions may warrant evacuation of the vehicle. If the passengers are evacuated, the driver should give precise instructions as to where the passengers should relocate and what they should do.
- On arrival, the relief vehicle should drive to the front and pull in line and as close to the disabled vehicle as possible.
- Drivers of both vehicles should activate the hazard lights prior to transferring passengers from one vehicle to the other.

- The driver of the disabled vehicle shall open the door, get out of the vehicle, and safely direct passengers to the relief vehicle.
- The driver of the relief vehicle should open the door, get out of the vehicle, and stand in a position to assist passengers in safely loading the vehicle.
- The driver of the disabled vehicle shall instruct passengers to board the relief vehicle in an orderly manner, staying in single file.

During training, simulate some accident scenarios and have the trainee demonstrate the above procedure following local policies.

Note - In any discussion of accidents, prevention must be the key word. Strict compliance with all laws and regulations of vehicle operation, plus the knowledge and application of the practices of defensive driving, will eliminate the causes of most accidents. The trainer's responsibility is to instruct the legal obligations and other immediate responsibilities (local operational policies) to the trainee regarding bus accidents.

Because the circumstances of each bus accident are different, the sequence of procedures to be followed may vary; but the following general procedures are recommended instruction to the trainee. Remember; explain all local policies applicable to bus accidents, required by your organization.

ACCIDENT PROCEDURES

Evaluate the scene.

The driver must properly secure the vehicle before leaving the driver's seat.

Remain calm and reassure the passengers.

Account for all passengers when a check is made for injuries. If passengers are injured, follow the recommended first-aid procedures. Make a passenger seating chart.

Passengers should be kept on the vehicle unless safety hazards warrant evacuation. Safety of passengers is the highest priority. If evacuation is deemed necessary, the recommended procedures for evacuation should be followed.

Request the assistance of a passing motorist in notifying the state highway patrol or another legal investigating officer, and in notifying the local operation's administrators of the accident and its location.

Protect the scene from further damage:

- Check for fire or the possibility for fire.
- Evacuate when the vehicle is in a dangerous position.
- Activate the emergency hazard flashers and place the reflectors in designated locations (if applicable).
- Headlight beams should be directed on the vehicles involved in the accident, if the accident occurs at night.

Reporting - Whenever any bus accident occurs, the driver shall:

- Stop at the scene.

-
- Immediately notify or cause to be notified the Idaho State Patrol or other law enforcement agency having jurisdiction.
 - Notify your employer.
 - Notify the school district for which the bus may be operated under contract.

Drivers in an accident are required to give their names, addresses, drivers' license numbers, and vehicle information to others involved in the accident. The bus driver should also get names and addresses of witnesses to the accident.

Facts relating to the accident should be discussed only with investigating officers or operations officials.

When a vehicle is rendered unsafe for continued operation because of accident damage or mechanical failure, the driver shall discontinue use of the vehicle and notify the motor carrier of these circumstances. The driver or motor carrier shall then make the necessary arrangements to have the passengers safely transported to their destinations.

Before continuing, consider the trainee's response to accident situations; especially the approach to complex situations. Evaluate whether or not the preparation and approaches used reduced the problems the trainee encountered during this lesson. Verbal and performance demonstrations of these procedures will verify the trainee's comprehension of this skills level.

BUS EVACUATION INSTRUCTION

Each school year the district or contractor shall provide all drivers and students appropriate instruction in safe riding practices and emergency bus evacuation. Emergency bus evacuation drills shall be conducted a minimum of twice per year.

Prevailing conditions may warrant the evacuation of passengers from a bus. When evacuation is deemed necessary by the driver, it is imperative that certain procedures be followed in conducting the evacuation. To expedite evacuation and eliminate confusion and disorder, the driver should use the evacuation procedures hereinafter described.

Once the trainees have mastered the knowledge and evacuation procedures in this skills level, they will have a good foundation they can rely on the rest of their career.

It is the trainer's responsibility to provide a positive and successful learning experience for the trainee. The trainer is expected to demonstrate, under simulated conditions, each evacuation procedure used by the organization. This kind of experience allows the trainee to learn what correct procedures are and what is expected of a driver in the event it ever becomes necessary to evacuate a bus.

The following guidelines should be incorporated in the techniques of instruction:

- Explain and demonstrate each procedure.
- Give the reasons for each procedure.
- Use simple, clear terminology.
- Stress key points.
- Do not explain too much at one time and confuse the trainee.
- Give the trainee a chance to ask questions and offer feedback.

-
- Individualize the training efforts. People learn at different rates.
 - Test the trainees at every step and let them know how they are doing. Maintain a positive and helpful attitude. Make the learning experience a success.

In order to get the most benefit out of emergency evacuation training, the trainees should fully understand their role. Deciding when to evacuate needs to be presented by the trainer by introducing trainees to the specific demands that they will encounter.

The critical situations listed below are examples of when a bus should be evacuated:

- There is a potential for a fire to occur or there is evidence of:
 - A ruptured fuel tank or leaking fuel line.
 - An electrical fire.
 - Presence of smoke.
 - Hot tires that may catch fire.
 - Brake fires, resulting from excessive use, which causes linings to overheat and ignite.
 - Cargo fire or passengers igniting flammable substance within passenger compartment.
- A vehicle is parked or disabled off the roadway in a hazardous position.
- A vehicle is disabled on a highway in a hazardous location because of mechanical failure or accident.
- A vehicle is disabled on a highway within a curved portion where visibility is restricted in either direction.
- A vehicle is disabled on railroad tracks.
- A vehicle is disabled during adverse weather, such as fog, rain, snow, smoke, or dust, reducing the visibility of other vehicles traveling the roadway, and the vehicle is close to the roadway as to pose a hazardous situation.
- A vehicle is overturned and potential hazards are present.

The trainer should ask questions to review the trainee's knowledge and grasp of the material being taught. The main purpose is to evaluate the lesson and the performance of the trainee before moving to the next block of instruction.

Note - A decision should be made on numbers 3, 4, and 6. It may be safer to keep passengers inside the bus if there is not a life-threatening emergency present.

SECTION BTW-8: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL SEVEN

DRIVER PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed in Skills Level Seven before progressing to the next skills level. On completion of each task, the behind-the-wheel delegated trainer, district trainer or state instructor is to initial and date the driver performance review.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THESE SKILLS.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)					TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
							YES	NO		
EMERGENCY REFLECTORS Two-way roadway										
Divided highway										
Hill/curve										
FIRE EXTINGUISHER USE Engine Compartment										
A fire										
B fire										
C fire										
D fire										
MECHANICAL BREAKDOWN										
ACCIDENT PROCEDURE										

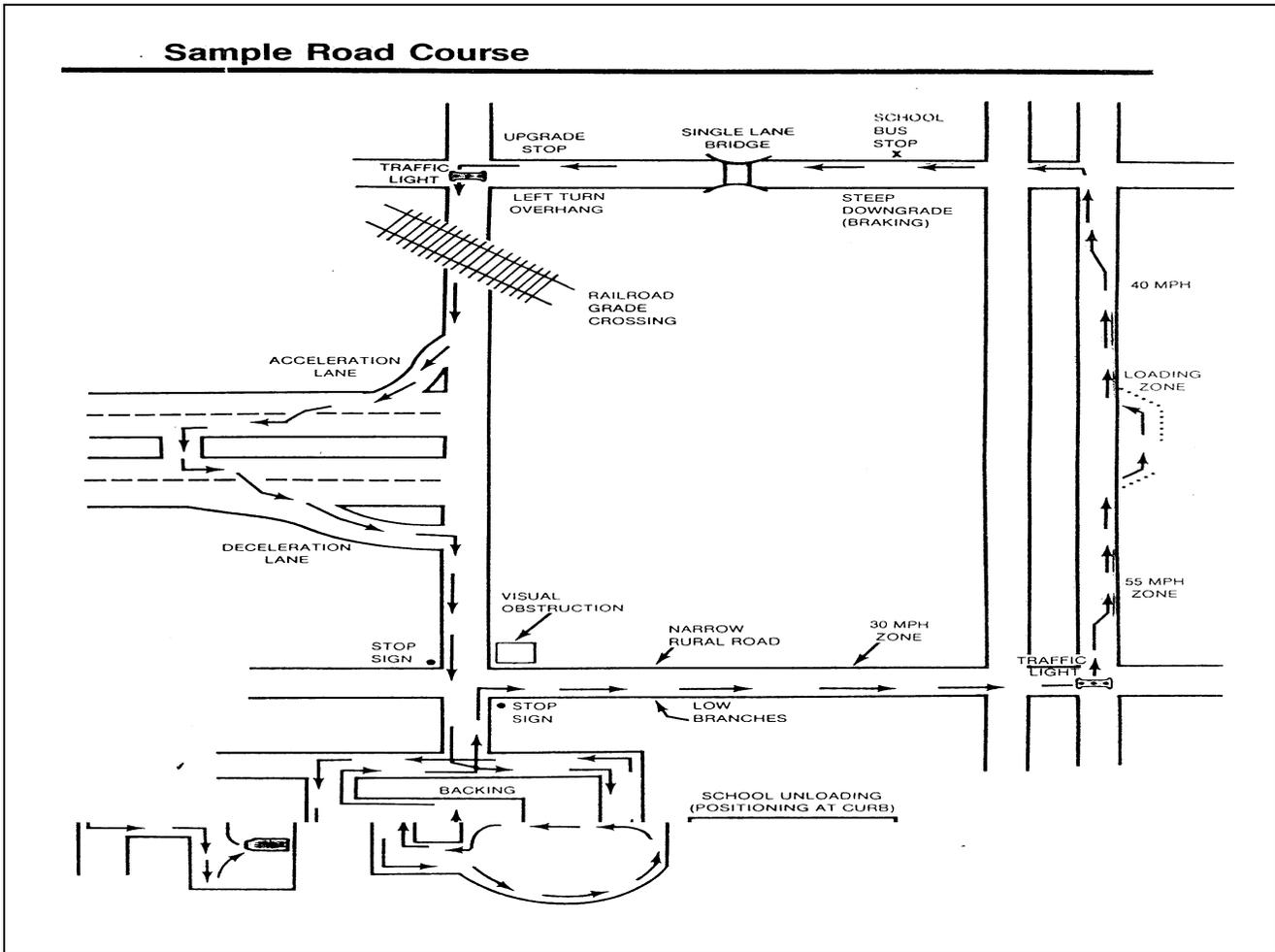
SECTION BTW-9: BEHIND-THE-WHEEL TRAINING

FINAL APPRAISAL

SKILLS LEVEL EIGHT

Notes and Comments	PURPOSE
	<p>To appraise objectively the level of performance and competency of a driver.</p>
	OBJECTIVES
	<p>Design an appraisal course.</p>
	<p>Determine the competency and ability of an individual to drive a bus and perform the required duties of a professional bus driver.</p>
	<p>Note - The responsibility to verify competency of an individual to drive a bus that transports passengers is awesome. This involves a total understanding of all skill levels and the importance in preparing an individual to become a competent driver. It involves designing an appraisal course that is complete and more challenging than the CDL testing course for driver certification.</p>
	<p>It involves establishing requirements that are tough but fair. It involves the understanding of a final appraisal instrument and its use.</p>
	<p>Most of all it involves trainers who are dedicated to the safety of the public and who will make honest and objective decisions concerning driver competency. When all training is completed and it is time to decide if this person is ready to transport passengers, weigh all the facts and ask yourself, is this person ready? That decision is yours!</p>
	VEHICLE SELECTION
	<p>A vehicle should be used in the final appraisal that is reflective of the highest complexity bus the driver may be required to drive. This vehicle usually is one of the largest in the fleet and is equipped with a standard transmission and air brakes. The operational needs of various district/contractor operations are different, so adapt accordingly.</p>
	DESIGNING THE FINAL APPRAISAL COURSE
	<p>The purpose of the appraisal course is to challenge the drivers and place them in realistic situations that they may encounter as a bus driver.</p>
	<p>You must find out, when faced with challenging situations, if the driver can make proper decisions on the basis of his or her previous training and knowledge.</p>
	<p>The test course should be designed to show competency at each skills level, and the appraisal of each task should be complete enough to verify overall competency.</p>
	<p>The course should also include realistic behavior management problems which will test the driver's ability to handle passengers and cope with the stress that is created.</p>
	<p>The final driver appraisal shall be administered by a state certified school bus driver trainer.</p>
	<p>Remember that "district delegated" behind-the-wheel driver trainers may be used during various skills portions. However, the final appraisal course should be conducted by the state certified school bus driver trainer/instructor.</p>
	FINAL APPRAISAL/DEVELOPMENTAL PLAN

The final appraisal shall begin with the complete vehicle inspection and include an appraisal of each skills level and the tasks contained therein. The appraisal instrument is designed to determine driver competency at each skills level. The appraisal will also identify the skills level at which further development is needed.



Following is an example of a third party test sheet reference for Commercial Driver's License.

SDE - SCHOOL BUS DRIVER SKILLS TESTS SCORE SHEET - VEHICLE INSPECTION TEST

Vehicle VIN #	Driver's License #	License Class
vehicle axles - 2 or 3 (circle one) -- air brakes - yes or no (circle one) -- if vehicle has no air brakes, disregard item		
<p>Approach & Engine Compartment: leaks O suspension/leaning O oil level O coolant level..... O water pump (fluid/leaks/belts)... O alternator (belt/wiring/clean).... O hoses (leaks/flexible/clamps).... O * air comp (leaks/clean/belt) O</p> <p>Driver's Compartment/Engine Start steps/opening/grab handle..... O Service Door: hinges & guards glass/handle/head bumper O seat barriers O driver's susp. seat/safety belt O sun visor/mirrors O dome/stepwell lights O clutch/gearshift..... O Guages: fuel/temp/oil/amp-volt ABS brake/glow plug/signals high beam/air-vac/hazard O windshield/driver's window O wipers/washers O heaters/defrosters O auxiliary fans..... O lighting indicators O horns O steering play/pwr steering O</p>	<p>Equip: first aid/triangles/body fluids/extinguish/emergency .. O Brake Checks: * air 1 2 3 4 O hydraulic, if applicable O parking/emergency O service brakes test O</p> <p>Pupil Compartment: overhead storage O floor (no holes/tears/loose metal clean/fuel tank access..... O appropriate trash container..... O Seats: spacing/anchorage/tracks cushion retention/tears/flip seat fire blocking/graffiti/etc. O windows/glass..... O Emergency Exits: doors/labeled required exits/latches/buzzers head bumpers/holding device lower glass/instructions..... O Special Education Equip: lift (door/labeling/operation).. O seurement devices/storage.... O evacuation equip/belt cutter ... O restraint devices/seats-belts.... O</p>	<p>Walk-Around - Front of Bus: Lights: L-R-4-H-C-Std Load/ Stop Arm O steering linkage..... O steering box/hoses/secure O mirrors O bumper..... O school bus lettering/numbers O paint..... O Front Suspension: springs-air spring mounts/shocks Front Wheel: rims..... O hub oil seal..... O tires (I-C-D)..... O lug nuts O Front Brake: * slack adjuster O * brake chamber O brake hoses/lines..... O brake drum-disc/linings O</p> <p>Walk-Around - Side of Bus: mirrors O paint/lettering/numbering sheet metal O reflectors/marker lights..... O</p> <p>battery box/fuel tanks/leaks O drive shaft/frame/exhaust sys O emergency exists/labels/oper..... O lift (door/labeling/operation) O</p> <p>Walk-Around - Rear of Bus: emergency door O school bus lettering/numbers O bumper O paint..... O lift (door/labeling/operation) O</p> <p>Rear Wheels: rims..... O tires (I-C-D)..... O axle seals O lug nuts O spacers..... O mud flaps O</p> <p>Rear Suspension: springs - air/ torque/spring mounts/shocks.. O</p> <p>Rear Brakes: * slack adjuster O * brake chamber O brake hoses/lines O brake drum-disc/linings O</p> <p>Lights: lights/reflectors L-R-4-B-C O license plate/light..... O</p>

SDE - SCHOOL BUS DRIVER SKILLS TESTS SCORE SHEET - BASIC CONTROL SKILLS TESTS

Vehicle VIN #	Driver's License #	License Class
<p>Right Turn Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 Clearance 0 1 2 3 4 5</p> <p>Alley Dock Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 Rear Dock (2 ft) 0 1 2 3 4 5</p> <p>Left Turn Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 Clearance 0 1 2 3 4 5</p> <p>Railroad Crossing Clear 15' Front 0 1 Clear 15' Rear 0 1 Door Open 0 1 4-Ways 0 1 Dr's Window 0 1 Same Gear 0 1 Noise Level 0 1 Looks/Listens 0 1</p>	<p>Straight Line Backing Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 Stop Line (2 ft) 0 1 2 3 4 5</p> <p>Serpentine Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5</p> <p>Backing Crossover Clearance (12") 0 1 2 3 4 5 Pullups 0 1 2 3 4 5 Clearance (12") 0 1 2 3 4 5</p> <p>Student Loading/Unloading Amber 200' 0 1 Red=s After Stop 0 1 10' Rule 0 1 Brake/Neutral 0 1 No Cross Sig 0 1 Stds Seated 0 1 Door Closed 0 1 Mirror Check 0 1</p>	<p>Parallel Park (Conventional) Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 Inside 0 1 Rear (18") 0 1</p> <p>Parallel Park (Sight Side) Pullups 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 Inside 0 1 Rear (18") 0 1</p> <p>Offset Alley Stopping 0 1 2 3 4 5 Backing 0 1 2 3 4 5 Encroachments 0 1 2 3 4 5 6 7</p> <p>Stop Line Encroachment 0 5 Backing 0 5 Clearance (2") 0 1 2 3 4 5 6 7 Opens Door or Window 0 5</p>

VEHICLE INSPECTION TEST SCORE

BASIC CONTROL SKILLS TEST SCORE



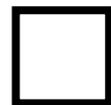
Applicant/Driver: _____ **Instructor:** _____ **Date:** _____

SDE - SCHOOL BUS DRIVER SKILLS TESTS SCORE SHEET - ROAD TEST

Vehicle VIN #		Driver's License #		License Class	
LEFT RIGHT 1 2 3 4 Approach 1 2 3 4 O O O O traffic check.....O O O O O O O O Signal, decel, coast, lane O O O O If Stop Necessary , wheels straight, smooth, O O O O stop line, full stop, gap ...O O O O While Turning O O O O traffic checksO O O O O O O O both hands, gearsO O O O O O O O speed, wide/short.....O O O O Completing the Turn O O O O traffic checksO O O O O O O O correct laneO O O O O O O O signal, accelerate, right...O O O O No ErrorsO O O O		EXPRESSWAY DRIVING Merge On traffic check, acceleration, signal, spacing, no stop, merge, cancel signal O O Lane Changes traffic check, signal, spacing, smooth, L R change, cancel signal O O Exiting Off traffic check, signal O smooth merge to exit lane O decelerate in exit lane..... O ramp speed, spacing, cancel signal O No Errors O O		SCHOOL BUS STOPS Loading/Unloading L U mirror/traffic check O O signal on if applicable O O amber lights at 200 ft O O red lights after stopping O O neutral/brake set O O driver signal O O 4-5 ft/15 ft Rules O O students approp. seated O O proper deactivate lights O O AM/PM Backups O O no rollback O O Return to Traffic mirror/traffic check O O signal on if applicable O O No Errors O O	
INTERSECTIONS Stopping At traffic checkO O O O O deceleration, coastO O O O O gap, stop line, full stop ...O O O O O Driving Through traffic checkO O O O O yield, lane, gear.....O O O O O acceler/no brake cover ...O O O O O No Errors		START/STOP ON GRADE Approach - Up/Down Grade U D traffic checkO O signal use.....O O correct lane, decelerationO O coastingO O Stop parallel, no blocking, no rollingO O signal off/4-ways on.....O O parking brake setO O Resume traffic check, 4-ways off/signals on .O O parking brake off, no stalling eng....O O traffic check, accelerate.....O O No Errors		DRIVE UP GRADE proper gear O keep right, 4-2ays if slow..... O traffic checks..... O No Errors DRIVE DOWN GRADE A S in proper gear, keep right..... O O brake check, clutch O O safe speed, braking O O traffic checks..... O O No Errors RAILROAD CROSSING A S traffic checks, 4-ways, stop dist..... O O door/window, quiet, gears..... O O correct lane, staging awareness..... O O No Errors BRIDGE/OVERPASS SIGNS knows weights/clearance signs O No Errors O O	
GENERAL DRIVING BEHAVIORS used clutch properly (shifting, double clutched, didn't ride O used gears properly (did not rev/lug engine, clash gears, coast) O used brakes properly (smooth braking, no riding or pumping).. O proper steering (both hands on wheel, no over/under control) .. O proper lane usage (not over lanes, stop lines, etc., correct lane) O Wore Safety Belt O		AUTOMATIC RETRAINING & RETURN FOR RETEST moving traffic violation or disobeyed signs and signals..... O avoidable accident or incident O dangerous action or unsafe behavior O put vehicle over sidewalks or curbs..... O unreceptive attitude O other (see notes) O			

NOTES:

ROAD TEST SCORE



Applicant/Driver: _____ Instructor: _____ Date _____

SECTION BTW-9: BEHIND-THE-WHEEL TRAINING

SKILLS LEVEL EIGHT

DRIVER PERFORMANCE REVIEW

The driver must successfully demonstrate competence in each task listed on the final appraisal. On successful completion by the driver, the final appraisal must be signed by the SDE-certified district trainer or state instructor administering the appraisal.

THE SDE-CERTIFIED DISTRICT TRAINER OR STATE INSTRUCTOR'S SIGNATURE VERIFIES THE DRIVER'S COMPETENCY IN THE FINAL APPRAISAL.

TRAINER'S SIG _____ **SDE ID #** _____ **DATE** _____

DRIVER'S SIG _____ **EQUIP. CODE** _____ **BRAKE CODE** _____

(See training record for codes)

TASK	TIME (in ¼ hour increments)				TOTAL TIME	COMPETENT		TRAINER'S INITIALS	DATE
						YES	NO		
GENERAL INFORMATION Vehicle Inspection									
SKILLS LEVEL ONE Basic Vehicle Familiarization and Movement									
SKILLS LEVEL TWO Precision Training in Vehicle Movement and Driving Fundamentals									
SKILLS LEVEL THREE Transmission Control and Shifting Procedures									
SKILLS LEVEL FOUR General Defensive Driving Techniques									
SKILLS LEVEL FIVE Specialized Defensive Driving Techniques									
SKILLS LEVEL SIX Pupil Loading/Unloading Procedures									
SKILLS LEVEL SEVEN Emergency Procedures									
SKILLS LEVEL EIGHT Final Appraisal									

V C R -- Driver's Vehicle Condition Report -- V C R

Vehicle # _____

A.M. Speedometer: _____

Driver's Name: _____

Instructions: Indicate Date: Record speedometer: Make inspection of the listed items: Sign in inspection completed column: If no defects, so indicate and sign daily: Submit for repairs if needed and begin new VCR for remainder of the week: Submit last form at week's end:

<p>APPROACH AND ENGINE COMPARTMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fluid Levels – Oil, coolant, Steering, Windshield Washer <input type="checkbox"/> Water Pump – Leaks, Play, Hoses <input type="checkbox"/> Alternator – Wiring, Pulley Play <input type="checkbox"/> Compressor – Leaks, Play, Hoses <input type="checkbox"/> Leaks – Oil, Coolant, Air, Exhaust <input type="checkbox"/> Belts, Hoses, Wiring, Battery <p>DRIVER COMPARTMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clutch, Gearshift, Driver's Seat, Two-Way, Seat <input type="checkbox"/> Belt, Intercom <input type="checkbox"/> Steering Play – Engine running <input type="checkbox"/> Gauges – Oil, temp, Ammeter, Volt, Fuel/Air, Dash Lights, Other <input type="checkbox"/> Air Brake Test – Builds Air, Park, Service, Static, Applied, Low Air Buzzer, Spring Brake Valve <input type="checkbox"/> Mirrors, Wipers, Windshield <input type="checkbox"/> Safety Inspection Sticker <input type="checkbox"/> Heaters, Defrosters, Fans, Vents <input type="checkbox"/> Horns – Electric, Air 	<ul style="list-style-type: none"> <input type="checkbox"/> Safety Equipment – Fuses, Extinguisher, First Aid, Reflectors, Bio-Hazard Clean-Up <input type="checkbox"/> Interior Lights – Dome, Dash, Step <input type="checkbox"/> Indicator Lights – Loading, Signal, Hazard, Low Air, etc. <p>INSIDE INSPECTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Windows – Glass <input type="checkbox"/> Seating – Secure, Vandalism, Lost Articles <input type="checkbox"/> Cleanliness – Windows, Aisle, Seats <input type="checkbox"/> Emergency Exit Windows – Opens, Buzzer <input type="checkbox"/> Special Needs Equipment – Tie Downs, Restraints, Wheelchair Placements, Seat Belts, Evacuation Equipment, Chair Lifts, Equipment Storage Space, Damage, Cleanliness <p>Route Sheets, Daily/Weekly VCR, Other</p> <p>WALK-AROUND</p> <ul style="list-style-type: none"> <input type="checkbox"/> Front Suspension, Wheel, Brakes – Springs, Mounts, Shocks, Rims, Hub Oil Seals, Lug Nuts, Hoses, Slack-Adjustor, Brake Chamber, Brake Shoes, U-Bolts, Tires, Drums, Valve Stems, Rub Stops 	<ul style="list-style-type: none"> <input type="checkbox"/> Steering Box – Linkage, Pitman Arm, Tie Rod, Rod Ends <input type="checkbox"/> Front Lights – Entrance, Head, Hazard, Turn Signals, Clearance, Student Loading (8-Ways) <input type="checkbox"/> Mirrors – Front, Left, Right <input type="checkbox"/> Entrance – Door, Light, Steps, Rust, Damage <input type="checkbox"/> Emergency Exits – Opens, Buzzer <input type="checkbox"/> Wheelchair Lifts – Doors, Equipment <input type="checkbox"/> Fuel Tank – Door, Cap, Leaks, Secure, Caged <input type="checkbox"/> Rear Suspension, Wheel Brakes – Springs, Mounts, Shocks, Rims, Axle Seals, Lug Nuts, Hoses, Slack-Adjustor, Brake Chamber, Brake Shoes, U-Bolts, Tires, Drums, Valve Stems, Rub Stops <input type="checkbox"/> Spacers – Dayton Wheels <input type="checkbox"/> Rear Lights – Tail, Hazards, Turn Signals, Clearance, Student Loading (8-Ways) <input type="checkbox"/> Clearance Lights – Left and Right Sides, Reflectors <input type="checkbox"/> Paint, Lettering, Hood Latch <input type="checkbox"/> License Plate & Light <input type="checkbox"/> Frame, Exhaust – Damage, Rust, Welds, Secure, Hangers, Bent
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LIST AND/OR SHOW DEFECTS BELOW					WEEK'S END <input type="checkbox"/>	REPAIRS REQUESTED <input type="checkbox"/>		
Week of _____, 20____					SHOW DAMAGED BODY AREAS BELOW			
Day	Date	AM Odometer Reading	√ If No Defects	Sign When Inspection Is Completed	 			
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								
Sun								
LIST REPAIR REQUESTS BELOW								

VCR – Driver’s Vehicle Condition Report – VCR

BUS NO. _____ VEHICLE LIC NO. _____ WEEK OF _____ MONTH _____ YEAR _____

This report is to be completed and signed by each driver assigned to the bus each day. The report form is to remain in the bus until submitted to your supervisor once a week. All defects must be reported, using organizational policy and procedures.

“ ” if okay “X” needs attention	Date >>>>																							
	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday					
	D1	D2	D3	D1	D2	D3	D1	D2	D3	D1	D2	D3	D1	D2	D3	D1	D2	D3	D1	D2	D3			
1. Water, oil, and fluid leaks																								
2. Condition of belts and hoses																								
3. All gauges, indicators & warning devices																								
4. Required certificates																								
5. Horns																								
6. Driver’s seat & seat belts																								
7. All doors, door emergency release & windows																								
8. All seats, handrails, & modesty panels																								
9. Interior & exterior lighting systems																								
10. All heating, cooling & ventilating systems																								
11. All glass and mirrors																								
12. Windshield wipers and washers																								
13. All required emergency equipment																								
14. Tires (pressure and condition)																								
15. Wheels (lug nuts, grease seals, etc.)																								
16. Exhaust system																								
17. Other (unreported body damage, etc.)																								
BRAKES																								
18. Air governor cut-in and cut-out pressure																								
19. Static air pressure loss																								
20. Applied brake pressure loss																								
21. Low air pressure warning devices																								
22. Emergency stopping systems																								
23. Parking brake check																								
24. Antiskid device (if equipped)																								
25. Hydraulic assist (if applicable)																								
26. Vacuum check (legal requirements)																								
27. Low vacuum warning devices																								
28. Check brake pedal for adjustment																								
29. Special needs equipment																								
30.																								

MONDAY

DR. NO. 1 SIG. _____

TUESDAY

DR. NO. 1 SIG. _____

WEDNESDAY

DR. NO. 1 SIG. _____

THURSDAY

DR. NO. 1 SIG. _____

FRIDAY

DR. NO. 1 SIG. _____

SATURDAY

DR. NO. 1 SIG. _____

SUNDAY

DR. NO. 1 SIG. _____

I have inspected this bus and found it to be in safe operating condition on the date indicated. Driver is to sign in the appropriate box to the right.

REVIEWED BY: _____ TITLE: _____