

# BUS DRIVER TRAINING RECORDS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_  
Home Alternate (Cell)

\_\_\_\_\_  
Driver License # Social Security #

**RECORD CHECKS AND CREDENTIALS:**

ITEM:	DATE:	INITIALS:
Application		
Unprofessional Conduct Check		
Criminal Record History		
Drug and Alcohol Testing Previous Employer		
Driving Record Check		
Pre-Employment Physical		
Temporary Instruction Permit CDL (TIP)		
CDL Road Test Completion Certificate		
Initial CDL License		
White Card Temporary Permit to Operate Veh.		
Yellow Card Beginner Course Completion		
Green Card Advance Driver Card		

The above items are the initial records necessary to complete initial training. Required renewal of the Driver License, Annual Physical, Green Advanced Driver Card and any random, reasonable suspicion or follow-up drug and or alcohol tests will be recorded in the employee's record file. Annual driving record checks will be kept in a separate file in the Transportation Office.

**STATEMENT OF EMPLOYEE TRAINING AND COMPLIANCE:**

I \_\_\_\_\_ have successfully completed all the  
Employee Name  
 required training procedures as outlined in the Trainer's Manual and documentation presented to me throughout my training process. I have read all materials and fully understand all the training presented to me. I concur by my initials on this and subsequent documents that I understand the materials presented and have completed the training required.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Trainer Signature

\_\_\_\_\_  
 Lead Trainer or Director Signature

**ORIENTATION:**

Items:	Date:	Inst. Int.	Driver Int.
District Forms and Policies			
Department & Garage Procedures			
Lounge Etiquette			
CDL Manual			
CDL Video Set			
Review of Training Procedure			
Review of Drivers Manual			
Videos: Reference Points 5 Sees of Driving			
Child Behavior Management Videos: Dealing With Young Riders Gun on the Bus			
Special Education Training			
Videos: Intro to Special Needs Bus Transporting Handicapped Loading and Unloading Sp Nd. Wheelchair Management Lift Operations Trans. Medically Fragile Understanding Dysfunc. Fam. Sexuality & Soc. of Stu w/Disa.			
Emergency Training: Videos: Evacuating Special Needs Stu. Evacuating Regular Ed Stu.			
Operation Life Saver			
Blood Borne Pathogens & Hazard Communication Programs			

**VEHICLE INTRODUCTION:**

Items:	Date:	Inst. Int.	Driver Int.
Vehicle Types in Fleet			
Pre-Trip Inspection			
Post-Trip Inspection – Empty Sign			
Seat Adjustment Safety Belt Use			
Light Usage			
Mirror Adjustment and Usage			
Blind Spots – Danger Zone			
Radio Usage			
Fueling Procedures			
Washing & Cleaning Bus			
Vehicle Maintenance & Reporting Proc.			
First Aid/Clean Up Kit			

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 Employee Signature

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 Date

**DRIVING SKILLS:**

Items:	Date:	Inst. Int.	Driver Int.
Rural Driving Skills Dirt Road Control & Speed Intersections Railroad Crossings Loading & Unloading			
Residential Driving Skills Subdivision Streets Intersections Mobile Home Parks Loading & Unloading Tracking Passengers Speed for Conditions			
Urban Driving Skills Defensive Driving Proper Lane Positioning & Use Turning Multi-Lane Intersect. Loading & Unloading Hazard Warning Stops Railroad Crossing Multi-Lane Railroad Crossing Multi-Track			
Expressway Driving Merging On Minimum/Maximum Speeds Bridges & Overpasses Lane Use Exiting			
Driving on Grades Up-Grade Driving Down-Grade Driving Evasive & Defensive Driving			
Operating Skills Alley Dock Stop Line Right Turn/Left Turn Straight Line Back-Up			
Following Route Directions Route Directions School Locations Police Facility Locations Fire Department Locations Hospital/Emergency Locations			

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Employee Signature

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Date

**SPECIAL EDUCATION DRIVING SKILLS:**

Items:	Date:	Inst. Int.	Driver Int.
Lift Operation Automatic Manual			
Wheelchair Hook-Up			
Car Seat Hook-Up			
Harness & Vest Hook-Up			
Seat Belt Use			
Driving Special Education Routes			

**SAFETY TRAINING:**

Items:	Date:	Inst. Int.	Driver Int.
Triangles, Fuses (Flares)			
Stakeout Procedures			
Evacuation Procedures Regular Ed.			
Evacuation Techniques Special Ed.			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date