



Driver Name \_\_\_\_\_

**PICK-UP**

Date \_\_\_\_\_

**MARKED ITEMS ARE AREAS MISSED**

\_\_\_\_\_ Left      Number Performed      Right \_\_\_\_\_

**APPROACH**

- Traffic checks.....
- Actuate warning lights (early, late, not at all).....
- Count students on approach or when stopped.....
- Stop bus at designated area .....
- Proper steering (hands at 9 o'clock and 3 o'clock at stop) .....

**LOADING**

- Set parking brake .....
- Shift gearshift into neutral .....

**Recommend checking the right side mirror at this point**

- Open service door.....
- Maintain light pressure on service brake .....
- Hand up to hold students in designated area .....
- Cover horn with opposite hand .....
- Check mirrors & traffic before dropping hand .....
- Make eye contact—slowly drop hand straight down.....
- Count and greet students boarding the bus .....
- Check overhead mirror to make sure students are seated.....

**RESUME**

- Shift gearshift into gear.....
- Check mirrors (count out loud in proper sequence) .....

**Look for late arrivals**

- Close service door when safe to drive .....
- Release parking brake .....
- Check right and left side mirrors prior to pulling away .....

THIS PAGE COMPLETE..... 

NUMBER OF ERRORS MARKED \_\_\_\_\_ OBI SCORING 3 POINTS EACH \_\_\_\_\_

X 2 POINTS EACH = \_\_\_\_\_

# DISCHARGE

Driver Name \_\_\_\_\_

Date \_\_\_\_\_

## MARKED ITEMS ARE AREAS MISSED

\_\_\_\_\_ Left      Number Performed      Right \_\_\_\_\_

## APPROACH

- Traffic checks .....
- Actuate warning lights (early, late, not at all) .....
- Stop bus at designated area .....
- Proper steering (hands at 9 o'clock and 3 o'clock at stop) .....

## UNLOADING

- Set parking brake .....
- Shift gearshift into neutral before opening door .....
- Open service door .....
- Maintain light pressure on service brake.....
- Gather and instruct students with red lights on.....

## GIVE DISCHARGING STUDENTS PROPER INSTRUCTIONS (PLACE OF SAFETY), ETC

- "Walk 10 steps or more along the side of the roadway to the front of the bus and wait there for my hand signal".
- "When I drop my hand, I want you to walk to the center of the road (traffic edge) and stop there to check traffic on your own before crossing".
- "If it is safe, go directly to your place of safety which is\_\_\_\_\_".  
"I want you to remain there until the bus leaves".
- "If I blow the horn, that means danger. Re-check traffic, if you see nothing, look back to me for further instructions".
- Check traffic; check mirrors before students exit .....
- Count students exiting bus .....
- Cover horn with opposite hand .....
- Check traffic before dropping hand
- Make eye contact—slowly drop hand straight down
- Recount students in designated place of safety .....

## RESUME

- Shift gearshift into gear .....
- Check mirrors (count out loud in proper sequence).....
- Close service door when safe to drive .....
- Release parking brake.....
- Check right and left side mirrors prior to pulling away.....

THIS PAGE COMPLETE.....

NUMBER OF ERRORS MARKED \_\_\_\_\_ X 2 POINTS EACH = \_\_\_\_\_

OBI SCORING 3 POINTS EACH \_\_\_\_\_

# RAILROAD

Driver Name \_\_\_\_\_

Date \_\_\_\_\_

## MARKED ITEMS ARE AREAS MISSED

### APPROACH

- Traffic checks
- Signal passengers for silence approximately 300 feet
- Turn off noisy equipment (heaters, fans etc.)
- Actuate hazards lights at least 100 feet before stopping
- Open driver side window just prior to stopping
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)
- Stop bus within 50 feet but not less than 15 feet from the nearest rail

### AT STOP

- Set parking brake
- Shift gear lever into neutral
- Open service door
- Maintain light pressure on service brake
- Look and listen twice through the door and window for an approaching train, engines or train cars

### RESUME

- Shift into the proper gear
- Close service door
- Release parking brake
- Continue to Look and listen while crossing the tracks
- Approximately 50 feet past the crossing cancel hazard lights
- Traffic checks

## TURNAROUND

## MARKED ITEMS ARE AREAS MISSED

### APPROACH

- Traffic checks.
- Actuate hazard lights before the bus reaches the road or lane where the turnaround is being made.

### AT STOP

- Stop the bus in the proper position for backing. The bus must be completely past the road or lane and not left of center.
- Bus is clearly visible to other motorists 500 feet in both directions.
- Shift bus into reverse.
- Sound horn before backing or have an audible signal while backing.
- Check traffic front and rear before backing.

### BACKING

- Use mirrors properly while backing.
- Check traffic to the left at least twice while backing.
- Back slow and tight into road or drive on the right.
- Finish in proper position. Parallel with the road and behind any stop lines, crosswalks or if none at a point where you can see clearly in all directions.

### RESUME

- Shift into the proper gear.
- Cancel hazard lights.
- Actuate proper turn signal before proceeding.
- Check traffic before proceeding.

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NUMBER OF ERRORS MARKED \_\_\_\_\_ X 2 POINTS EACH = \_\_\_\_\_