

# SCHOOL BUS DRIVING EVALUATION

Driver \_\_\_\_\_ Date \_\_\_\_\_

School/Agency \_\_\_\_\_ OBI \_\_\_\_\_

Bus # \_\_\_\_\_ Bus Type  C  T  MS

Final Evaluation  Yes  No

Total Demerits \_\_\_\_\_ Total Score \_\_\_\_\_

<b>Mileage</b>	<b>Time</b>
_____ Start _____	
_____ End _____	
_____ Total _____	

**MARKED ITEMS ARE AREAS MISSED**  
**To calculate score:**  
**Each error on page 1 is 1 point,**  
**each error on pages 2, 3 and 4 is 2 points.**  
**Total demerits will be subtracted from 100.**  
**A score of 80 or better is required to pass.**

**#2 PRE-DRIVING HABITS**  
 Fails to adjust seat.....   
 Fails to adjust mirrors .....   
 Fails to adjust seatbelt.....

**#3 STARTING THE ENGINE**  
 Fails to have brake set, depress clutch and put gear into neutral to start engine.....   
 Fails to adjust mirrors .....   
 Fails to adjust seatbelt .....

**#7 STARTING INTO TRAFFIC**  
 Traffic check .....   
 Fails to signal into traffic .....   
 Fails to place into gear then release parking brake, check rear swing .....   
 Traffic check .....

**#7 PULLING OFF ROADWAY/TO CURB**  
 Traffic check .....   
 Fails to give proper signal .....   
 Check mirrors: Stopping position.....   
 Fails to set brake before shifting to neutral .....   
 Fails to use hazard lights .....

NOTES:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LEFT #9 TURNS RIGHT**  
 1 2 **Approach** 1 2  
  Traffic check.....    
  Signal, decel, coast, lane .....

**If stop**  
 Necessary, smooth, gap, stop line, full stop, wheels straight  
  (4511.43).....

**Turning**  
  Traffic check.....    
  Both hands, gears .....    
  Speed, wide/short.....

**Complete Turn**  
  Traffic check.....    
  Correct lane.....    
  Signal, accelerate .....

**#8 INTERSECTIONS**  
**Stopping S S**  
 Traffic check .....    
 Deceleration, coast, gap, stop line, full stop (4511.43).....

**Driving through T T**  
 Traffic check .....      
 Yield, lane, gear.....      
 Accelerate, traffic check.....

**#10 CURVE**  
 Traffic check .....   
 Speed: Enter, through, stay in lane .....   
 Traffic check .....

**#11 LANE CHANGES**  
 Traffic check, signal, space, smooth change, intersections:  
 Left .....   
 Right.....

**#13 FREEWAY\***  
**Merge on**  
 Traffic check, signal, spacing, not stop, merge, cancel signal .....

**Lane Changes**  
 Traffic check, signal, spacing, smooth change, cancel signal .....

**Exit**  
 Traffic check, signal .....   
 Smooth merge to exit lane .....   
 Decelerate in exit lane.....   
 Ramp speed, spacing, cancel signal .....

**#14 ROADSIDE STOP/START\***  
**Approach**  
 Traffic check .....   
 Signal on .....   
 Correct lane, deceleration, not coast.....

**Stop**  
 Parallel, not blocking, not rolling .....   
 Parking brake on .....   
 In neutral.....   
 Signal off and hazard lights on .....

**Resume**  
 Traffic check .....   
 Hazards off and signal on.....   
 Place in gear, brake off, not stall engine, not roll .....   
 Traffic check, accelerate.....

**#21 DRIVE UP/DOWN GRADE\***  
 U D  
 Traffic checks .....    
 Brake check, clutch .....   
 In proper gear, keep right .....    
 Hazard lights, if slow.....    
 Safe speed, braking .....   
 Traffic check .....

\* Note to examiner - cross out this section if not evaluated

**AUTOMATIC FAILURES — 21 Demerits each error**  
 Exceeded speed limit by 6 mph or more.....   
 Did not use seat belt properly .....   
 Moving traffic violation or disobeyed signs and signals ..   
 Avoidable accident or incident .....   
 Dangerous action or unsafe behavior.....   
 Put vehicle over sidewalks or curbs.....   
 Other (see notes) .....

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GENERAL DRIVING BEHAVIOR**  
**Fails to:**  
 Use clutch properly (shifting, double clutched, didn't ride).....    
 Use gears properly (did not rev/lug engine, clash gears, or coast) ....    
 Use brakes properly (smooth braking, no riding or pumping).....    
 Perform regular traffic checks.....    
 Use proper steering (both hands on wheel, no over/under control)...    
 Select proper lane .....    
 Maintain proper lane usage (not over lines, stop lines, etc.) .....    
 Maintain proper speed for road conditions (fast/slow) .....    
 Maintain safe following distance .....    
 Slow down or use horn when approaching hazards in the roadway..    
 Recognize weight, height, and signs on limits.....

THIS PAGE COMPLETE .....  NUMBER OF ERRORS MARKED \_\_\_\_\_ x1 POINT EACH = \_\_\_\_\_

\*This evaluation has been reviewed by the driver.

OBI Signature: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

#17 PICK-UP

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

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 and 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 ..... <input type="checkbox"/>	OBI SCORING 3 POINTS EACH = _____ NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____
---------------------------------------------------	-------------------------------------------------------------------------------------------

#17 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 the 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 the 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 ..... <input type="checkbox"/>	OBI SCORING 3 POINTS EACH = _____ NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____
---------------------------------------------------	-------------------------------------------------------------------------------------------

**#16 RAILROAD**

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

Date \_\_\_\_\_

**MARKED ITEMS ARE AREAS MISSED**

**APPROACH** Number Performed \_\_\_\_\_

- 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.

**#18 TURNAROUND**

**MARKED ITEMS ARE AREAS MISSED**

**APPROACH** Number Performed \_\_\_\_\_

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

**AT STOP**

- Stop the bus in 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 motorist 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 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.

THIS PAGE COMPLETE ..... <input type="checkbox"/>	NUMBER OF ERRORS MARKED _____ x2 POINTS EACH = _____
---------------------------------------------------	------------------------------------------------------