

Illinois Professional School Bus Driver Training Curriculum



Initial Class

Minimum of 8 hours
of Instruction Time



Update 6/15/2015



Introductions

- A little bit about your instructor

Introductions

- A little bit about your instructor
- What is your background and how/why did you decide to become a bus driver?



TELL
ME ABOUT
YOURSELF

Introduction

- A little bit about your instructor
- What is your background and how did you decide to become a bus driver?
- General Housekeeping items:

Introduction

- A little bit about your instructor
- What is your background and how/why did you decide to become a bus driver?
- General Housekeeping items:
 - Restrooms

Introductions

- A little bit about your instructor
- What is your background and how/why did you decide to become a bus driver?
- General Housekeeping items:
 - Restrooms
 - Breaks

Introductions

- A little bit about your instructor
- What is your background and how/why did you decide to become a bus driver?
- General Housekeeping items:
 - Restrooms
 - Breaks
 - Please turn off Cell Phones



Introductions

- A little bit about your instructor
- What is your background and how/why did you decide to become a bus driver?
- General Housekeeping items:
 - Restrooms
 - Breaks
 - Please turn off Cell Phones
 - Class Format

Introductions

The Professional School Bus Driver

- Occupational Role

Section 1



The Professional School Bus Driver

- Occupational Role
 - Representative of School District
 - You are an essential part of the educational community

Section 1



The Professional School Bus Driver

- Occupational Role
 - Representative of School District
 - You are an essential part of the educational community
 - No other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver

Section 1



The Professional School Bus Driver

- Occupational Role
 - Representative of School District
 - You are an essential part of the educational community
 - No other area of education does any one person accept more responsibility for the safety and well-being of students than the school bus driver
 - You are a guardian, teacher, friend, and sometimes disciplinarian to the students riding a school bus

Section 1



The Professional School Bus Driver

- Occupational Role
 - The primary objective or role of the bus driver's role - To Provide **SAFE** Transportation for Students.

Section 1



Highlights of the Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

- Age 21 or older

Section 1



Highlights of the Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

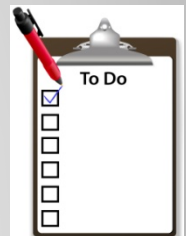
- Age 21 or older
- Valid Drivers License

Section 1



Highlights of the Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

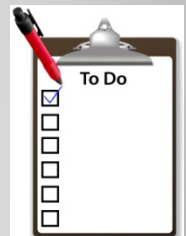
- Age 21 or older
- Valid Drivers License
- Not having been convicted of two (2) or more serious traffic offenses within the previous twelve (12) month period



Section 1

Highlights of the Requirements of Applicants for a School Bus Driver Permit (625 ILCS 5/6-106.1)

- Age 21 or older
- Valid Drivers License
- Not having been convicted of two (2) or more serious traffic offenses within the previous twelve (12) month period
- Approved by S.O.S.
 - - clean driving record history



Section 1

Employment Conditions

1. Application for School Bus Driver Permit

Section 1

Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical & Drug Test

Section 1

Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical & Drug Test
3. School Bus Driver Fingerprint/Background Check

Section 1

Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical & Drug Test
3. School Bus Driver Fingerprint/Background Check
4. Pass the ROE Initial Classroom Training

Section 1

Employment Conditions

1. Application for School Bus Driver Permit
2. Pass School Bus Driver Physical with TB & Drug Test
3. School Bus Driver
Fingerprint/Background Check
4. Pass the ROE Initial Classroom Training
5. Pass all required S.O.S CDL Written & Driving Exams

Section 1

Annual Medical Exam (Reapplication)

- 90 days or less prior to permit application or renewal
 - Medical Exam (School Bus Physical)
 - Drugs / Alcohol testing
 - Not required to retest for TB (Tuberculosis) unless prescribed by examining physician
 - Submit the reapplication form with S.O.S.

Section 1

Annual Medical Exam (Reapplication)

- If you allow your permit to go beyond **30** days from expiration it is considered an **NEW** applicant and must start all over.

Section 1

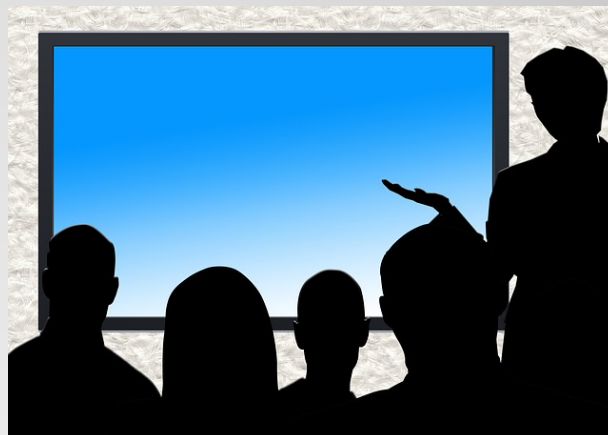
Annual Refresher Course

- 364 days of the last annual refresher course attended

Section 1

Annual Refresher Course

- 364 days of the last annual refresher course attended
- If the refresher course is **60 days before** the anniversary date of the last refresher attended, the next annual date does not change.



Section 1

Annual Refresher Course

- 364 days of the last annual refresher course attended
- If the refresher course is 60 days before the anniversary date of the last refresher attended, the next annual date does not change.
- If the refresher course is **more than 60 days before** the anniversary date of the last refresher attended, the next annual date will change to this date.

Section 1

Annual Refresher Course

- If you go beyond your 364 days, you only have a **30 day grace period** in order to obtain a refresher course. (This will become your new date.) During this Grace Period you **CAN NOT** Drive the bus with students!



Section 1

Annual Refresher Course

- If you go beyond your 364 days, you only have a 30 day grace period in order to obtain a refresher course. (This will become your new date.) During this Grace Period you CAN NOT Drive the bus with students!
- After the 30 day grace period, you must attend the minimum 8 hour Initial Course again.

Section 1

Sanctions

- Cancellations
- Suspensions
- Rescind Order

Section 1

Sanctions

- Serious Traffic Violation
 - Excessive speeding (over 15 mph)
 - Speeding in school zone
 - Passing a stopped school bus
 - Failure to stop at a RXR and conduct the proper procedures in a School Bus
 - Improper or erratic lane changes
 - Following too closely

Section 1

Sanctions

- Suspension of Driver's License
- Suspension of Professional School Bus Permit
- Certain unrelated actions can have adverse effect on your Professional School Bus Permit
 - Lack of insurance
 - Delinquent child support
 - Boating / ATV / Snowmobile violations

Section 1

Zero Tolerance

- .08 basic auto license
- .04 CDL license
- **.00 Professional School Bus Driver Permit Holder (Any Trace of Alcohol)**
- SOS can cancel the Professional School Bus Permit for a period of 3 years after convicted



Section 1

Zero Tolerance

- Any and all serious traffic violations by a CDL holder, regardless of the vehicle used to commit the violation, will effect your CDL driving privileges!



Section 1

Types of Required Drug & Alcohol Testing

- Pre - Employment
- Random
- Post – Accident
- Reasonable Suspicion
- Return to Duty
- Follow – Up Testing



Section 1

Forms of Drug & Alcohol Testing

- Alcohol
 - Breath Analysis
 - Test administered by the Medical Examiner during the annual or initial physical to determine / clarify alcoholism



Section 1

Forms of Drug & Alcohol Testing

- Drug
 - Urine
 - Tested for marijuana, cocaine, opiates, amphetamines and phencyclidine

Section 1

Professional Driver Conduct

- You have more public contact than any one else in the school system.
- Dress appropriately (know the dress code for student if you do not have an uniform)
- Your behavior and professionalism directly reflects upon your school / company.
- Open-toe or open-back shoes are **NOT** recommended.
- The use of any tobacco products is prohibited by law on any school property - this includes school buses (105 ILCS 5/10-20.5b)

Section 1

Professional Driver Conduct

- The Driver's behavior will set the tone of the bus.
- Decisions you make in your personal life with meds, social drinking, or drugs can greatly affect a student's life.
- NEVER drive under the influence!

Section 1

Professional Driver Conduct

- Cultural Diversity
 - Be fair to all
 - React or discipline based on actions not ethnicity
- Extension of the classroom
 - Real-life situation training for students

Section 1

Pre-Tripping Your Bus

- It is the law that you conduct a complete and thorough pre-trip each day a school bus is in service.
- If more than one driver operates the bus during the same day, **EACH driver** must conduct a separate pre-trip.
- The easiest way to keep it straight, is whomever is seated in the driver's seat must match the most recent signature on the pre-trip form.

Section 3

Pre-Tripping Your Bus

- Pre-Trip Inspection Form

Section 3

BOUND EDGE

School Bus Drivers's Pre-Trip Inspection Form

School District or Contractor's Name _____

Bus Identification No. _____ Date _____ Time _____

PLEASE CHECK 'S' FOR SATISFACTORY OR 'U' FOR UNSATISFACTORY. CHECK EACH COMPONENT CAREFULLY AND INDIVIDUALLY. With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:

Open hood and check:		S U		S U	
<input type="checkbox"/> Oil	<input type="checkbox"/> Power Steering Fluid	<input type="checkbox"/> Right Front Wheel and Tire	<input type="checkbox"/> Right Side Marker and Turn Signal	<input type="checkbox"/> Right Side Reflectors	<input type="checkbox"/> Right Side Rear View and Safety Mirrors
<input type="checkbox"/> Coolant	<input type="checkbox"/> Washer Fluid	<input type="checkbox"/> Crossing Control Arm	<input type="checkbox"/> Headlights (high/low beams)	<input type="checkbox"/> Front Turn Signal Lights	<input type="checkbox"/> Front Clearance Lights
<input type="checkbox"/> Battery	<input type="checkbox"/> All Belts	<input type="checkbox"/> Front Identification Cluster Lights	<input type="checkbox"/> Front Eight Light Flashing System	<input type="checkbox"/> Front Reflectors	<input type="checkbox"/> Windshield
<input type="checkbox"/> Transmission Fluid	<input type="checkbox"/> Wing	<input type="checkbox"/> Underside of Chassis	<input type="checkbox"/> Crossover Mirror(s)	<input type="checkbox"/> Left Side Rear View and Safety Mirrors	<input type="checkbox"/> Left Front Wheel and Tire
<input type="checkbox"/> Master Cylinder Brake Fluid		<input type="checkbox"/> Left Side Rear View and Safety Mirrors	<input type="checkbox"/> Left Front Window	<input type="checkbox"/> Stop Arm Panel	<input type="checkbox"/> Left Side Marker and Turn Signal Lights

Signature of Person Performing Above Inspection if not the Driver/Date _____

Driver Enters Bus and Checks:

S U		S U	
<input type="checkbox"/> Steps	<input type="checkbox"/> Warning Devices	<input type="checkbox"/> Front Reflectors	<input type="checkbox"/> Windshield
<input type="checkbox"/> Cleanliness	<input type="checkbox"/> Fuses (if applicable)	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Fire Extinguisher
<input type="checkbox"/> Seals	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Lettering	<input type="checkbox"/> Two-way Radio or Authorized Cell Phone
<input type="checkbox"/> Seat Belts (if applicable)	<input type="checkbox"/> Fire Extinguisher		
<input type="checkbox"/> Windows	<input type="checkbox"/> Lettering		

Record Month and Year displayed on the front of the Certificate of Safety _____

Record Odometer Reading from the Vehicle's Odometer _____

If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the value recorded on the back of the Certificate of Safety, the certificate of safety has expired or is not valid.

Driver Starts Engine, Activates All Interior Lights and Checks:

S U		S U	
<input type="checkbox"/> Valid Certificate of Safety	<input type="checkbox"/> Child Check System (electronic or manual)	<input type="checkbox"/> Rear Turn Signal Lights	<input type="checkbox"/> Rear Clearance Lights
<input type="checkbox"/> Steering Wheel	<input type="checkbox"/> Braking, Warning Alarm	<input type="checkbox"/> Rear Identification/Cluster Lights	<input type="checkbox"/> Strobe Lamp (if applicable)
<input type="checkbox"/> Windshield Wipers/Washers	<input type="checkbox"/> Corrosion and Indicators	<input type="checkbox"/> Rear Eight Light Flashing System	<input type="checkbox"/> Rear Reflectors
<input type="checkbox"/> Heater and Defroster	<input type="checkbox"/> Ammeter (volts/meter)	<input type="checkbox"/> Rear Emergency Door (opens/closes) (if applicable)	<input type="checkbox"/> Fuel Tank Filler Cap
<input type="checkbox"/> All Interior Lights	<input type="checkbox"/> Gear Shift Lever	<input type="checkbox"/> Fuel Gauge	
<input type="checkbox"/> Horn	<input type="checkbox"/> Neutral Safety Switch	<input type="checkbox"/> Vacuum or Air Pressure Gauge	
<input type="checkbox"/> Service Door (open & close)	<input type="checkbox"/> Water Temperature Gauge	<input type="checkbox"/> Odometer	
<input type="checkbox"/> All Mirrors (adjustment)	<input type="checkbox"/> Fuel Gauge	<input type="checkbox"/> Switches	
<input type="checkbox"/> Sun Visor	<input type="checkbox"/> Vacuum or Air Pressure Gauge	<input type="checkbox"/> Driver's Seat Belt	
<input type="checkbox"/> Emergency Exits (windows/doors)	<input type="checkbox"/> Odometer		
<input type="checkbox"/> Emergency Exits Alarms	<input type="checkbox"/> Switches		
<input type="checkbox"/> Clutch (if applicable)	<input type="checkbox"/> Driver's Seat Belt		

Drive Bus Forward and Apply Brakes:

S U	<input type="checkbox"/> Service and Emergency Brake Operation
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REMARKS _____

Signature of Driver _____

Signature of Mechanic Making Report/Adjustments _____

Date Repairs/Adjustments Completed _____

1111 (Rev. 7/12)

Pre-Tripping Your Bus

- Pre-Trip Inspection Form

Section 3

BOUND EDGE

School Bus Drivers's Pre-Trip Inspection Form

School District or Contractor's Name _____ Date _____ Time _____

Bus Identification No. _____ PLEASE CHECK 'S' FOR SATISFACTORY OR 'U' FOR UNSATISFACTORY. CHECK EACH COMPONENT CAREFULLY AND INDIVIDUALLY. With Engine Running, Driver Activates All Exterior Lights. Walks Around the Bus and Checks:

Open Hood and Check:	S <input type="checkbox"/> U <input type="checkbox"/>	S <input type="checkbox"/> U <input type="checkbox"/>	S <input type="checkbox"/> U <input type="checkbox"/>
<input type="checkbox"/> Oil	<input type="checkbox"/> Coolant	<input type="checkbox"/> Battery	<input type="checkbox"/> Transmission Fluid
<input type="checkbox"/> Master Cylinder Brake Fluid	<input type="checkbox"/> Power Steering Fluid	<input type="checkbox"/> Washer Fluid	<input type="checkbox"/> All Belts
	<input type="checkbox"/> Wing		

Signature of Person Performing Above Inspection if Not the Driver/Date _____

Driver Enters Bus and Checks:

S <input type="checkbox"/> U <input type="checkbox"/>	S <input type="checkbox"/> U <input type="checkbox"/>	S <input type="checkbox"/> U <input type="checkbox"/>
<input type="checkbox"/> Steps	<input type="checkbox"/> Cleanliness	<input type="checkbox"/> Seats
<input type="checkbox"/> Seat Belts (if applicable)	<input type="checkbox"/> Windows	<input type="checkbox"/> Warning Devices
		<input type="checkbox"/> Fuses (if applicable)
		<input type="checkbox"/> First Aid Kit
		<input type="checkbox"/> Fire Extinguisher
		<input type="checkbox"/> Lettering
		<input type="checkbox"/> Two-way Radio or Authorized Cell Phone

Record Month and Year displayed on the front of the Certificate of Safety _____

Record Odometer Reading from the Vehicle's Odometer _____

If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the miles recorded on the back of the Certificate of Safety, the certificate or safety has expired or is incorrect.

Driver Starts Engine, Activates All Interior Lights and Checks:

S <input type="checkbox"/> U <input type="checkbox"/>	S <input type="checkbox"/> U <input type="checkbox"/>	S <input type="checkbox"/> U <input type="checkbox"/>
<input type="checkbox"/> Valid Certificate of Safety	<input type="checkbox"/> Steering Wheel	<input type="checkbox"/> Windshield Wipers/Washers
<input type="checkbox"/> Heater and Defroster	<input type="checkbox"/> All Interior Lights	<input type="checkbox"/> Horn
<input type="checkbox"/> Service Door (open & close)	<input type="checkbox"/> All Mirrors (adjustments)	<input type="checkbox"/> Sun Visor
<input type="checkbox"/> Emergency Exits (windows/doors)	<input type="checkbox"/> Emergency Exits Alarms	<input type="checkbox"/> Clutch (if applicable)
	<input type="checkbox"/> Child Check System (electronic or manual)	<input type="checkbox"/> Braking Warning Alarm
	<input type="checkbox"/> Controls and Indicators	<input type="checkbox"/> Ammeter (voltmeter)
	<input type="checkbox"/> Gear Shift Lever	<input type="checkbox"/> Neutral Safety Switch
	<input type="checkbox"/> Water Temperature Gauge	<input type="checkbox"/> Fuel Gauge
	<input type="checkbox"/> Vacuum or Air Pressure Gauge	<input type="checkbox"/> Odometer
	<input type="checkbox"/> Switches	<input type="checkbox"/> Driver's Seat Belt
	<input type="checkbox"/> Rear Tail Brake Lights	<input type="checkbox"/> Rear Turn Signal Lights
	<input type="checkbox"/> Rear Clearance Lights	<input type="checkbox"/> Rear Identification Cluster Lights
	<input type="checkbox"/> Strobe Lamp (if applicable)	<input type="checkbox"/> Rear Eight Light Flashing System
	<input type="checkbox"/> Rear Reflectors	<input type="checkbox"/> Rear Emergency Door (open/close) (if applicable)
	<input type="checkbox"/> Right Rear Wheels and Tires	<input type="checkbox"/> Fuel Tank Filler Cap
	<input type="checkbox"/> Exhaust System (tail pipe clear?)	

Drive Bus Forward and Apply Brakes:

S **U** Service and Emergency Brake Operation

REMARKS _____

Signature of Driver _____

Signature of Mechanic Making Report/Adjustments _____

Date Repairs/Adjustments Completed _____

1111 (Rev. 7/12)

Pre-Tripping Your Bus

- Pre-Trip Inspection Form
- **INCORRECT**

Section 3

BOUND EDGE

School Bus Drivers's Pre-Trip Inspection Form

School District or Contractor's Name _____

Bus Identification No. 10 Date 10/15/12 Time _____

PLEASE CHECK 'S' FOR SATISFACTORY OR 'U' FOR UNSATISFACTORY. CHECK 'X' EACH COMPONENT CAREFULLY AND INDIVIDUALLY.

Open Hood and Check:

<input type="checkbox"/> Oil	<input type="checkbox"/> Power Steering Fluid	<input type="checkbox"/> Right Front Wheel and Tire
<input type="checkbox"/> Coolant	<input type="checkbox"/> Washer Fluid	<input type="checkbox"/> Right Side Marker and Turn Signal
<input type="checkbox"/> Battery	<input type="checkbox"/> All Belts	<input type="checkbox"/> Right Side Reflectors
<input type="checkbox"/> Transmission Fluid	<input type="checkbox"/> Wiring	<input type="checkbox"/> Right Side Rear View and Safety Mirrors
<input type="checkbox"/> Master Cylinder Brake Fluid		<input type="checkbox"/> Crossing Control Arm
		<input type="checkbox"/> Headlights (high/low beams)
		<input type="checkbox"/> Front Turn Signal Lights
		<input type="checkbox"/> Front Clearance Lights
		<input type="checkbox"/> Front Identification/Cluster Lights
		<input type="checkbox"/> Front Eight Light Flashing System
		<input type="checkbox"/> Front Reflectors
		<input type="checkbox"/> Windshields
		<input type="checkbox"/> Underside of Chassis
		<input type="checkbox"/> Crossover Mirror(s)
		<input type="checkbox"/> Left Side Rear View and Safety Mirrors
		<input type="checkbox"/> Left Front Wheel and Tire
		<input type="checkbox"/> Driver Side Window
		<input type="checkbox"/> Stop Arm Panel
		<input type="checkbox"/> Left Side Marker and Turn Signal Lights
		<input type="checkbox"/> Left Side Reflectors
		<input type="checkbox"/> Side Emergency Door (open/closed) (if applicable)
		<input type="checkbox"/> Left Rear Wheels and Tires
		<input type="checkbox"/> Exhaust System (tail pipe clear?)
		<input type="checkbox"/> Rear Tail/Brake Lights
		<input type="checkbox"/> Rear Turn Signal Lights
		<input type="checkbox"/> Rear Clearance Lights
		<input type="checkbox"/> Rear Identification/Cluster Lights
		<input type="checkbox"/> Strobe Lamp (if applicable)
		<input type="checkbox"/> Rear Eight Light Flashing System
		<input type="checkbox"/> Rear Reflectors
		<input type="checkbox"/> Rear Emergency Door (open/closed) (if applicable)
		<input type="checkbox"/> Right Rear Wheels and Tires
		<input type="checkbox"/> Fuel Tank Filler Cap
		Drive Bus Forward and Apply Brakes:
		<input type="checkbox"/> Service and Emergency Brake Operation

Signature of Person Performing Above Inspection (if not the Driver) _____

Driver Enters Bus and Checks:

<input type="checkbox"/> Steps	<input type="checkbox"/> Warning Devices	<input type="checkbox"/> Right Front Wheel and Tire
<input type="checkbox"/> Cleanliness	<input type="checkbox"/> Fuses (if applicable)	<input type="checkbox"/> Right Side Marker and Turn Signal
<input type="checkbox"/> Seats	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Right Side Reflectors
<input type="checkbox"/> Seat Belts (if applicable)	<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Right Side Rear View and Safety Mirrors
<input type="checkbox"/> Windows	<input type="checkbox"/> Lettering	<input type="checkbox"/> Crossing Control Arm
	<input type="checkbox"/> Two-way Radio or Authorized Cell Phone	<input type="checkbox"/> Headlights (high/low beams)
		<input type="checkbox"/> Front Turn Signal Lights
		<input type="checkbox"/> Front Clearance Lights
		<input type="checkbox"/> Front Identification/Cluster Lights
		<input type="checkbox"/> Front Eight Light Flashing System
		<input type="checkbox"/> Front Reflectors
		<input type="checkbox"/> Windshields
		<input type="checkbox"/> Underside of Chassis
		<input type="checkbox"/> Crossover Mirror(s)
		<input type="checkbox"/> Left Side Rear View and Safety Mirrors
		<input type="checkbox"/> Left Front Wheel and Tire
		<input type="checkbox"/> Driver Side Window
		<input type="checkbox"/> Stop Arm Panel
		<input type="checkbox"/> Left Side Marker and Turn Signal Lights
		<input type="checkbox"/> Left Side Reflectors
		<input type="checkbox"/> Side Emergency Door (open/closed) (if applicable)
		<input type="checkbox"/> Left Rear Wheels and Tires
		<input type="checkbox"/> Exhaust System (tail pipe clear?)
		<input type="checkbox"/> Rear Tail/Brake Lights
		<input type="checkbox"/> Rear Turn Signal Lights
		<input type="checkbox"/> Rear Clearance Lights
		<input type="checkbox"/> Rear Identification/Cluster Lights
		<input type="checkbox"/> Strobe Lamp (if applicable)
		<input type="checkbox"/> Rear Eight Light Flashing System
		<input type="checkbox"/> Rear Reflectors
		<input type="checkbox"/> Rear Emergency Door (open/closed) (if applicable)
		<input type="checkbox"/> Right Rear Wheels and Tires
		<input type="checkbox"/> Fuel Tank Filler Cap
		Drive Bus Forward and Apply Brakes:
		<input type="checkbox"/> Service and Emergency Brake Operation

Record Month and Year (observed on the left) of the Certificate of Safety 5/1/12

Record Odometer Reading from the Vehicle's Odometer _____

If today's report and year is after the month and year reported above or if the vehicle's odometer reading is greater than the value recorded on the back of the Certificate of Safety, the Certificate of Safety has expired and/or is void.

Driver Starts Engine. Activates All Interior Lights and Checks:

<input type="checkbox"/> Valid Certificate of Safety	<input type="checkbox"/> Child Check System (electronic or manual)	<input type="checkbox"/> Right Front Wheel and Tire
<input type="checkbox"/> Steering Wheel	<input type="checkbox"/> Braking Warning Alarm	<input type="checkbox"/> Right Side Marker and Turn Signal
<input type="checkbox"/> Windshield Wipers/Washers	<input type="checkbox"/> Controls and Indicators	<input type="checkbox"/> Right Side Reflectors
<input type="checkbox"/> Heater and Defroster	<input type="checkbox"/> Ammeter (voltage)	<input type="checkbox"/> Right Side Rear View and Safety Mirrors
<input type="checkbox"/> All Interior Lights	<input type="checkbox"/> Gear Shift Lever	<input type="checkbox"/> Crossing Control Arm
<input type="checkbox"/> Horn	<input type="checkbox"/> Neutral Safety Switch	<input type="checkbox"/> Headlights (high/low beams)
<input type="checkbox"/> Service Door (open & close)	<input type="checkbox"/> Water Temperature Gauge	<input type="checkbox"/> Front Turn Signal Lights
<input type="checkbox"/> All Mirrors (adjustments)	<input type="checkbox"/> Fuel Gauge	<input type="checkbox"/> Front Clearance Lights
<input type="checkbox"/> Sun Visor	<input type="checkbox"/> Vacuum or Air Pressure Gauge	<input type="checkbox"/> Front Identification/Cluster Lights
<input type="checkbox"/> Emergency Exits (windows/doors)	<input type="checkbox"/> Odometer	<input type="checkbox"/> Front Eight Light Flashing System
<input type="checkbox"/> Emergency Exits Alarms	<input type="checkbox"/> Stratches	<input type="checkbox"/> Rear Reflectors
<input type="checkbox"/> Clutch (if applicable)	<input type="checkbox"/> Driver's Seat Belt	<input type="checkbox"/> Rear Emergency Door (open/closed) (if applicable)
		<input type="checkbox"/> Right Rear Wheels and Tires
		<input type="checkbox"/> Fuel Tank Filler Cap
		Drive Bus Forward and Apply Brakes:
		<input type="checkbox"/> Service and Emergency Brake Operation

REMARKS _____

Signature of Driver _____

Signature of Mechanic Making Report/Adjustments _____

Date Repairs/Adjustments Completed _____

1111 (Rev. 7/12)

Pre-Tripping Your Bus

- Pre-Trip Inspection Form
- CORRECT

Section 3

BOUND EDGE

School Bus Drivers's Pre-Trip Inspection Form

School District or Contractor's Name CUSD # ABC

Bus Identification No. 10 Date xx/xx/xx Time 6:30AM

PLEASE CHECK 'S' FOR SATISFACTORY OR 'U' FOR UNSATISFACTORY CHECK EACH COMPONENT CAREFULLY AND INDIVIDUALLY
With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:

<p>Open Hood and Check:</p> <p>S U</p> <p><input checked="" type="checkbox"/> Oil</p> <p><input checked="" type="checkbox"/> Coolant</p> <p><input checked="" type="checkbox"/> Battery</p> <p><input checked="" type="checkbox"/> Transmission Fluid</p> <p><input checked="" type="checkbox"/> Master Cylinder Brake Fluid</p>	<p>S U</p> <p><input checked="" type="checkbox"/> Power Steering Fluid</p> <p><input checked="" type="checkbox"/> Washer Fluid</p> <p><input checked="" type="checkbox"/> All Belts</p> <p><input checked="" type="checkbox"/> Wiring</p>	<p>S U</p> <p><input checked="" type="checkbox"/> Right Front Wheel and Tire</p> <p><input checked="" type="checkbox"/> Right Side Marker and Turn Signal</p> <p><input checked="" type="checkbox"/> Right Side Reflectors</p> <p><input checked="" type="checkbox"/> Right Side Rear View and Safety Mirrors</p> <p><input checked="" type="checkbox"/> Crossing Control Arm</p> <p><input checked="" type="checkbox"/> Headlights (high/low beams)</p> <p><input checked="" type="checkbox"/> Front Turn Signal Lights</p> <p><input checked="" type="checkbox"/> Front Clearance Lights</p> <p><input checked="" type="checkbox"/> Front Identification/Cluster Lights</p> <p><input checked="" type="checkbox"/> Front Eight Light Flashing System</p> <p><input checked="" type="checkbox"/> Front Reflectors</p> <p><input checked="" type="checkbox"/> Windshield</p> <p><input checked="" type="checkbox"/> Underside of Chassis</p> <p><input checked="" type="checkbox"/> Crossover Mirrors</p> <p><input checked="" type="checkbox"/> Left Side Rear View and Safety Mirrors</p> <p><input checked="" type="checkbox"/> Left Front Wheel and Tire</p> <p><input checked="" type="checkbox"/> Driver's Side Window</p> <p><input checked="" type="checkbox"/> Stop Arm Panel</p> <p><input checked="" type="checkbox"/> Left Side Marker and Turn Signal Lights</p> <p><input checked="" type="checkbox"/> Left Side Reflectors</p> <p><input checked="" type="checkbox"/> Side Emergency Door (open/closed if applicable) <u>NA</u></p> <p><input checked="" type="checkbox"/> Left Rear Wheel and Tire</p> <p><input checked="" type="checkbox"/> Exhaust System (tail pipe clear?)</p> <p><input checked="" type="checkbox"/> Rear Tail Brake Lights</p> <p><input checked="" type="checkbox"/> Rear Turn Signal Lights</p> <p><input checked="" type="checkbox"/> Rear Clearance Lights</p> <p><input checked="" type="checkbox"/> Rear Identification/Cluster Lights</p> <p><input checked="" type="checkbox"/> Strobe Lamp (if applicable)</p> <p><input checked="" type="checkbox"/> Rear Eight Light Flashing System</p> <p><input checked="" type="checkbox"/> Rear Reflectors</p> <p><input checked="" type="checkbox"/> Rear Emergency Door (open/closed) (if applicable)</p> <p><input checked="" type="checkbox"/> Right Rear Wheel and Tires</p> <p><input checked="" type="checkbox"/> Fuel Tank Filler Cap</p>
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Signature of Person Performing Above Inspection (if not the Driver) _____

Driver Enters Bus and Checks:

<p>S U</p> <p><input checked="" type="checkbox"/> Steps</p> <p><input checked="" type="checkbox"/> Cleanliness</p> <p><input checked="" type="checkbox"/> Seats</p> <p><input checked="" type="checkbox"/> Seat Belts (if applicable)</p> <p><input checked="" type="checkbox"/> Windows</p>	<p>S U</p> <p><input checked="" type="checkbox"/> Warning Devices</p> <p><input checked="" type="checkbox"/> Fuses (if applicable)</p> <p><input checked="" type="checkbox"/> First Aid Kit</p> <p><input checked="" type="checkbox"/> Fire Extinguisher</p> <p><input checked="" type="checkbox"/> Lettering</p> <p><input checked="" type="checkbox"/> Two-way Radio or Authorized Cell Phone</p>
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Record Month and Year displayed on the front of the Certificate of Safety 10/14

Record Odometer Reading from the Vehicle's Odometer 54182

If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the miles recorded on the back of the Certificate of Safety, the Certificate of Safety has expired or is not valid.

Driver Starts Engine, Activates All Interior Lights and Checks:

<p>S U</p> <p><input checked="" type="checkbox"/> Valid Certificate of Safety</p> <p><input checked="" type="checkbox"/> Steering Wheel</p> <p><input checked="" type="checkbox"/> Windshield Wipers/Washers</p> <p><input checked="" type="checkbox"/> Heater and Defroster</p> <p><input checked="" type="checkbox"/> All Interior Lights</p> <p><input checked="" type="checkbox"/> Horn</p> <p><input checked="" type="checkbox"/> Service Door (open & close)</p> <p><input checked="" type="checkbox"/> All Mirrors (adjustments)</p> <p><input checked="" type="checkbox"/> Sun Visor</p> <p><input checked="" type="checkbox"/> Emergency Exits (windows/doors)</p> <p><input checked="" type="checkbox"/> Emergency Exits Alarms</p> <p><input checked="" type="checkbox"/> Clutch (if applicable) <u>NA</u></p>	<p>S U</p> <p><input checked="" type="checkbox"/> Child Check System (electronic or manual)</p> <p><input checked="" type="checkbox"/> Braking Warning Alarm</p> <p><input checked="" type="checkbox"/> Controls and Indicators</p> <p><input checked="" type="checkbox"/> Ammeter (voltage)</p> <p><input checked="" type="checkbox"/> Gear Shift Lever</p> <p><input checked="" type="checkbox"/> Neutral Safety Switch</p> <p><input checked="" type="checkbox"/> Water Temperature Gauge</p> <p><input checked="" type="checkbox"/> Fuel Gauge <u>NA</u></p> <p><input checked="" type="checkbox"/> Pressure Gauge <u>NA</u></p> <p><input checked="" type="checkbox"/> Odometer</p> <p><input checked="" type="checkbox"/> Switches</p> <p><input checked="" type="checkbox"/> Driver's Seat Belt</p>
---	--

Drive Bus Forward and Apply Brakes:

S U

Service and Emergency Brake Operation

REMARKS _____

Signature of Driver _____

Signature of Mechanic Making Report/Adjustments _____

Date Repairs/Adjustments Completed _____

1111 (Rev. 7/12)

Pre-Tripping Your Bus

- Sections of Pre-Trip
 - District or Company Name / Bus # / Date & Time
 - Under the Hood
 - Entry area
 - Safety Certification & Odometer Decal
 - Start Engine/ Interior Lights and Devices
 - Exterior Lights / Walk Around
 - Brake Check
 - Sign & Turn In Original Copy

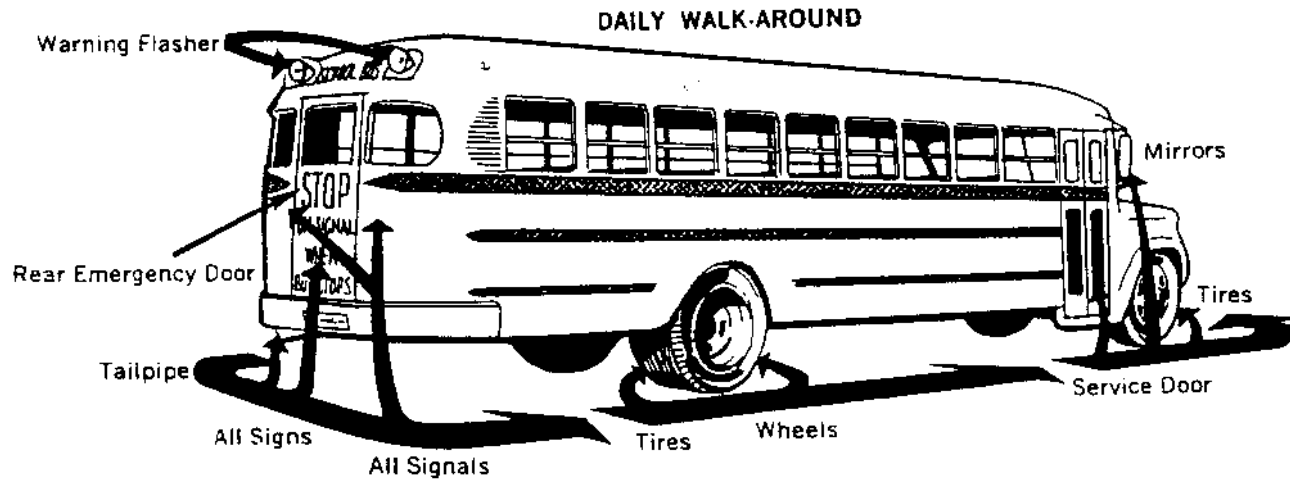
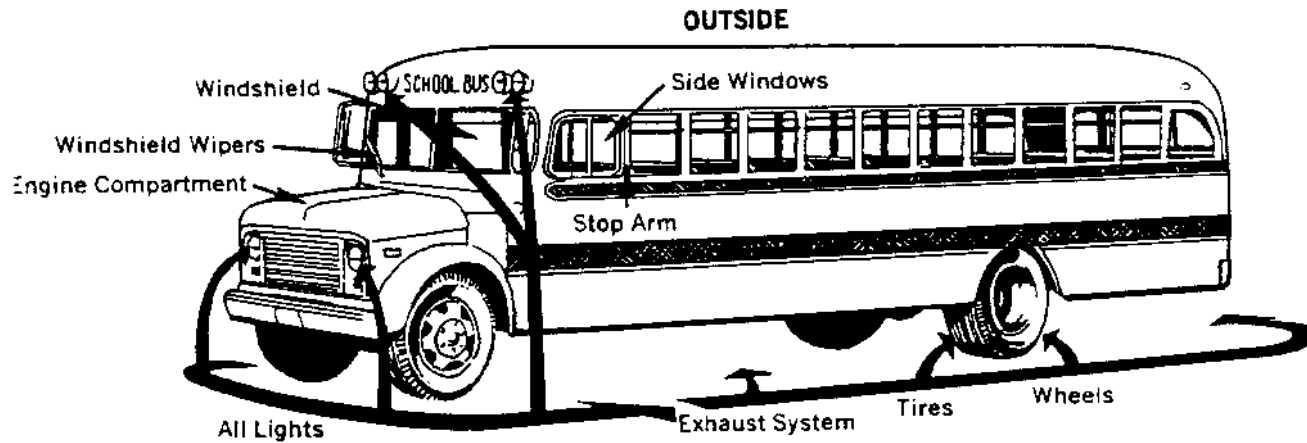
Section 3

Pre-Tripping Your Bus

- Tire Tread Depth
 - 4/32 front – No recaps
 - 2/32 rear – Can be recaps
- Tire need to be the same type and size on the rear axle

Section 3

The Walk Around



Post-Tripping Your Bus

- Secure the Bus
- **WALK THE BUS** at the end of your route or trip
 - Sleeping Students
 - Your Responsibility to look!
 - **Class 4 Felony** if you leave a child on the bus!
 - Shut off ignition / Activate Interior Lights / Walk to Rear of Bus Checking to Students
 - Lost Items
 - Record any problems for repair

Section 3

CAN YOU SPARE 30 SECONDS A FEW TIMES A DAY?



THAT'S HOW LONG IT TAKES TO LOOK FOR STUDENTS LEFT ON YOUR BUS.

“ It takes less time to do a thing right, than to explain why you did it wrong.”

Welcome kids as they get on...



Before you leave your bus...



Look for sleeping children... They may still be on your bus!



We don't need them found by!



PROFESSIONAL SCHOOL BUS DRIVERS CHECK FOR KIDS



EVERY ROUTE,

EVERY DAY.

Post-Tripping Your Bus

- Check transmission while the engine is hot and running.
- Fill up the fuel tank when it is $\frac{1}{2}$ full or less.
 - NEVER fill the tank while passengers are on board.
- Make clear descriptions for the mechanic when recording, needed repairs.

Section 3

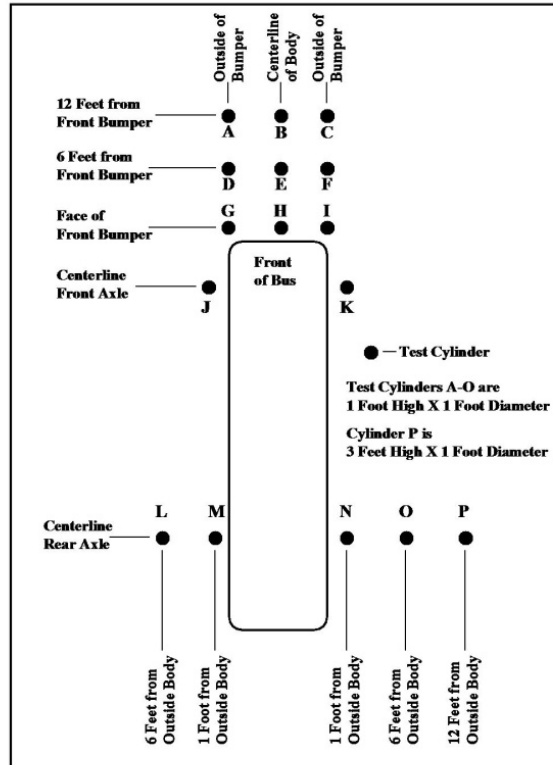
Vehicle Design and Construction

- School buses are the safest means of ground transportation in the United States of America.

Section 3

Vehicle Design and Construction

- Mirrors FMVSS - 111



Section 3

Vehicle Design and Construction

- School Bus Rollover Protection - FMVSS 220
- School Bus Body Joint Strength - FMVSS 221

Section 3

Vehicle Design and Construction

- School Bus Pedestrian Safety Devices (Stop Arms) - FMVSS 131



Section 3

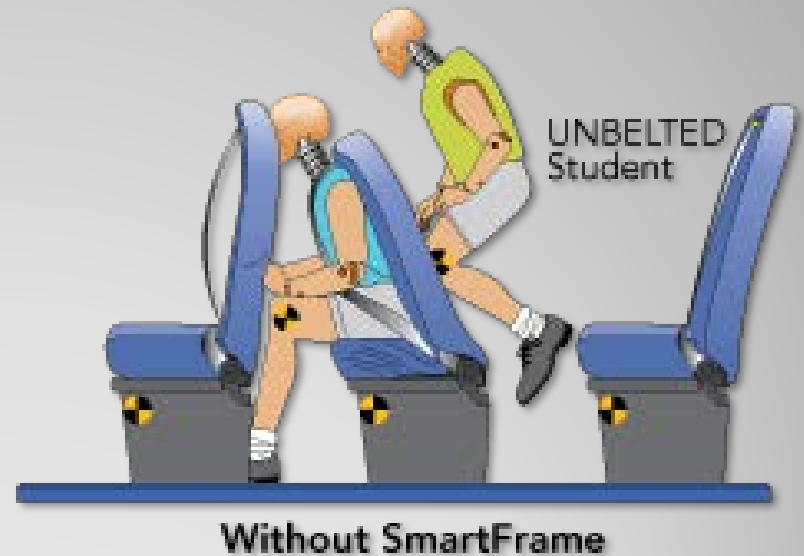
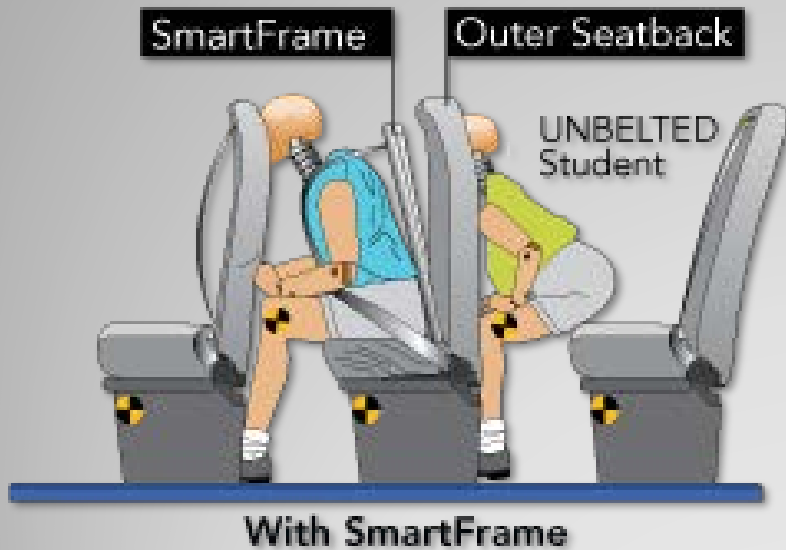
Vehicle Design and Construction

School Bus Passenger Seating and Crash Protection - FMVSS-222



Section 3

Vehicle Design and Construction



Section 3

Accidents

- If you have an accident, use common sense & good judgment and follow your school district or company policy & procedures.
- *Your First and Foremost Responsibility is to the Safety of your passengers.*
- **Remain Calm** – your actions will influence your passenger actions.
- **Always report ALL accidents**

Section 6

Accidents

- Emergency Equipment
 - First Aid Kit

ILLINOIS SCHOOL BUS FIRST AID KIT CONTENTS

(Required, but not limited to the following.)

ALL REQUIRED ITEMS MUST BE SEALED IN THE ORIGINAL CELLOPHANE!

<u>Qty.</u>	<u>Description</u>	<u>Pieces Per Unit</u>
1	1" x 3" Plastic Adhesive Bandages (i.e. Band-Aids)	16
2	2" Bandage Compress	4
2	4" Bandage Compress	1
1	Triangular Bandage w/ pins	1
1	Wire Splint	1

Section 6

Accidents

- Fire Extinguisher
 - # 10 ABC Dry chemical
- Emergency Reflectors
- Contact info
 - Insurance & Registration Card
 - Phone #'s
- Student List & Seating Charts

Section 6

Accidents

- Safety is a shared responsibility
 - Driver
 - Administration
 - Parents
 - Teachers / Coaches / Chaperones
- Report ANY ACTIONS that impairs your ability to ensure the SAFETY & WELL-BEING of your bus-riding students.

Section 6

Accidents

- What to do immediately after an accident
 - Leave bus in place unless told to move it by authorities
 - Activate hazard lights
 - Place in neutral & set parking brake
 - Turn off ignition / remove key
 - Locate and place warning devices

Section 6

Accidents

- Determine if safest to leave students on the bus or get them off the bus
- Check for injuries
- Check for conditions that could cause fire
 - Leaking fuel
 - Hot tires
- Do not leave students unattended

Section 6

Post Accident Procedures

- Who
- What
- When
- Where
- Why

Section 6

Post Accident Procedures

- Notify help
- **Do Not** release any student to anyone unless told to do so by
 - School District Administration or
 - Police
- Parents are not allowed on the bus
- Do not discuss details with the media

Section 6

Accident Reporting

- Complete required ISBE reporting forms
- Illinois Traffic Crash Report (SR 1050-510M)
- Submit forms to IDOT
- ROE
- School District or employer

Section 6

Emergencies

- Know the location of all your tools and know how they work.
- Emergencies come in many forms
 - Strikes
 - Bus hijacking
 - Weapons on the bus or at stops
 - Unauthorized boarding / passengers
 - Student health emergencies
 - Fights
 - Suspected Explosives on the bus
 - Pedophile / sex offenders in area

Section 6

Natural Disasters

- Adverse weather
 - Thunderstorms
 - Earthquakes
 - Tornadoes – Never try to out run
 - Flash Floods – Never drive through water



Section 6

Natural Disasters

- Be prepared
- AM / FM stations
- Alternate routes
- Stay Calm!
- Follow instructions from administration / dispatch or EMS

Section 6

Natural Disasters

- **Watch** – conditions are right for storm or tornado
- **Warning** – storm or tornado has been spotted or radar indicated

- Always communicate with dispatch of your location

- Road conditions can change – stay alert
 - Reduce speed
 - Time of day
 - Temperature
 - RxR Crossings

Section 6

Man-Made Disasters

- Road Blocks
 - Downed Power Lines
 - Vehicle Collisions
 - Meth Labs
 - Pipeline Leaks
 - Chemical Spills
 - Kidnapping
 - Hostage Situations
 - Acts of Terrorism
-
- Know your districts plan

Section 6

School Bus Evacuation

- The driver must consider the fact that the safest place for the students may be on the bus.
- Decisions must be made as quickly as possible based on all the facts
- Types of Emergency Exits
 - Front Door
 - Rear Door
 - Side Emergency Door (if equipped, NOT recommended)
 - Roof-Hatch
 - Side Window Emergency Exit

Section 7

School Bus Evacuation

- Drills
 - Illinois law (105 ILCS 128/20) requires that all students must experience a school bus evacuation drill at least once each year.
 - Conducted by proper school officials / administration
 - On School property

Section 7

School Bus Evacuation

- Drills
 - Students should be instructed with demonstrations
 - Location and operation of all emergency exits
 - Location and operation of fire extinguisher
 - Location of First Aid Kit
 - Location and operation of warning reflectors
 - How to shut off the engine and set the parking brake
 - How to open the front door using safety releases
 - Move to a Safe place approx. 100 ft from bus

Section 7

School Bus Evacuation

- Drills
 - Drivers are responsible for knowing the proper procedures and should have a chance to conduct a simulated drill.

Section 7

School Bus Evacuation

- Front-Door Evacuation
 - Safest and easiest
 - Start at the front of the bus – one row, one seat at a time out the front door
 - Meet at a safe location approx 100 ft away from bus

Section 7

School Bus Evacuation

- Rear-Door Evacuation
 - Start at the rear of the bus – one row, one seat at a time out the rear door
 - Walk to back door, sit on floor and slide/scoot out.
 - Meet at a safe location approx 100 ft away from bus



Section 7

School Bus Evacuation

- Front & Rear-Door Evacuation
 - Use the same procedures as Front and Rear Door at the same time
 - Meet at safe location approx 100 ft away from bus

Section 7

School Bus Evacuation

- Side-Door Evacuation
 - Use the same procedures as the Rear Door
 - Meet at safe location approx 100 ft away from bus



Section 7

School Bus Evacuation

- Roof-Hatch Evacuation
 - Used only when the bus is on its side
 - Meet at safe location approx 100 ft away from bus



Section 7

School Bus Evacuation

- Side Window Emergency Exit Evacuation
 - Open the emergency window per instructions on or near the bus emergency window exit.
 - Two helpers, one in the seat in front of the Emergency Window and one in the seat behind the Emergency Window.
 - The two helpers stand up in their seat area and support the open window with their hands.

Section 7



School Bus Evacuation

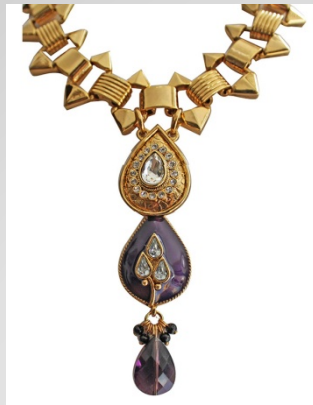
- Side Window Emergency Exit Evacuation
 - Place both knees on the seat facing the aisle, back to the window.
 - Place both hands on seat bottom while facing the aisle/floor.
 - Proceed feet first out the window lowering yourself over the window sill on your stomach.



Section 7

School Bus Evacuation

- Side Window Emergency Exit Evacuation
 - Watch for loose articles of clothing that may become hung up on the window sill while exiting. (jewelry, belts, shirts...)



Section 7

School Bus Evacuation

- Side Window Emergency Exit Evacuation
 - Once the first person is out and on the ground they remain by the bus and help lower the remaining people out the window and to the ground by forming a cradle with their hands under one foot.
 - The first two out continue helping until tired and /or replaced by another person.
 - When the helpers inside are the last ones and it is their turn to exit taller students need to step up and help hold the window from the out side in addition to the helpers lowering them to the ground. Meet at safe location approx 100 ft away from bus

Section 7



School Bus Evacuation

- One question to ask
 - Is it possible to use every type of emergency exit on a school bus in one given accident, and if so how?
- No matter what exit is used, always remember that loose articles like book bags, purses, coats, wheelchairs, etc are replaceable and are to be left on the bus. Students are not!
- Keep in mind that we train on one exit at a time, but the students need to know that they should use every possible exit to be out of the bus in 2 minutes or less safely.

Section 7

School Bus Evacuation

- Special Needs Students
 - Staff should have an emergency plan that considers the needs of each special needs student
 - They are never the first out nor the last out as they need assistance inside and outside the bus.

Section 7